

**CONSTITUTION OF HISPANIC STUDENTS BUSINESS ASSOCIATION
CALIFORNIA STATE UNIVERSITY, LONG BEACH (CSULB)**

Article I. Name of Organization: The name of the organization shall be the Hispanic Students Business Association - California State University, Long Beach Student Chapter, hereafter, referred to as HSBA.

Article II. Statement of Purpose:

Section 1. HSBA has been established for the purpose of advancing the academic, professional, community, and social objectives of its membership and officers. Recognizing the need for well-trained leaders at all levels of society, HSBA's immediate goals are to foster the increased enrollment of students in the College of Business Administration and other fields at California State University, Long Beach; hereafter, referred to as CSULB.

Section 2. It is our mission to:

- a. Provide our membership with the opportunity to participate in programs and activities that will enhance their academic, professional, and personal abilities
- b. Serve as a viable source of academic scholarships and corporate internships to all our members
- c. Coordinate professional workshops, facilitated by corporate representatives and alumni who will aid us in developing skills needed for success
- d. Coordinate events that will facilitate the interaction of HSBA members, officers, CSULB faculty/staff, corporate representatives, and alumni
- e. Allow each of our members to hold office as a Committee Chair, thus developing personal potential and abilities that employers seek in employees and giving our members a competitive edge
- f. Recruit all CSULB students, regardless of major and/or ethnicity, and provide them with professional skills needed in all fields
- g. Serve as a bridge and connect our members with students of organizations having similar interests, such as the United Latino Students (ULS), the Associated Business Students Organization Council (ABSOC), and the Latino Student Union (LSU)

Article III. Authority:

- Section 1.** This organization is a recognized student organization at California State University, Long Beach and adheres to all campus policies as set forth in the CSULB Campus Regulations Handbook (www.csulb.edu/regs).
- Section 2.** This organization is affiliated with the United Latino Students.
- Section 3.** This organization may establish Standing Rules to govern administrative and procedural matters (such as time and location of meetings, etc.). Standing Rules shall not conflict with these constitution and bylaws. Standing Rules may be adopted, amended, or temporarily suspended by a majority vote present at an organization meeting where a quorum is present (advance notice is not required).
- Section 4.** The rules contained in the most recent version of *Robert's Rules of Order, Newly Revised* shall be the parliamentary authority for this organization and shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

Article IV. Membership:

- Section 1.** Eligibility for membership or appointed or elected student officer positions shall not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity/expression, marital status veteran status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity/expression, marital status veteran status, citizenship, sexual orientation, or disability.
- Section 2.** Membership in the organization shall be open to all those regularly-enrolled CSULB students who are interested in membership. Each regular member has equal rights and privileges.
- Section 3.** By California State University policy, no more than 20 percent of the membership shall be individuals who are not CSULB students (e.g., faculty, staff, community members, students at other colleges, etc.). Such members have all membership privileges except for the right to vote or hold office.
- Section 4.** For the organization to be recognized by CSULB a minimum of five (5) matriculated CSULB students (who are currently enrolled in at least one class) need to be regular members.

- Section 5.** Members shall be required to pay dues as voted by the membership.
- Section 6.** Membership shall be classified as honorary or registered. A registered member is defined as one who has paid his/her membership dues.
- Section 7.** Only registered members are eligible to receive membership benefits and vote once the Constitution has been adopted. Membership benefits consist of HSBA scholarships, reference letters, and price cuts on HSBA events and attire.
- Section 8.** HSBA membership shall be in accordance with University regulations.

Article V. **Executive Board:**

Section 1. Elections will be held for the following offices: President, Vice President, Treasurer, Secretary, and Public Relations.

Section 2. Qualifications necessary to hold office in this organization are as follows:

To be eligible for and to hold office, candidates must meet the requirements of CSU's policy on minimum academic qualifications for student office holders for major and minor student officers or representatives that is found at www.csulb.edu/regs, Regulation II.

A candidate for office must be carrying a minimum of six (6) undergraduate units or three (3) graduate units of regular university credit per semester at CSULB.

All student representatives must be matriculated at the university, maintaining a minimum overall, on-campus cumulative 2.0 grade point average (GPA) at all times, and a 2.0 GPA in every semester while in office, and in the semester prior to running for office, and not be on probation of any kind.

Undergraduate students are allowed to earn a maximum of 144 semester units or 120 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester

units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding over that number of units will no longer be eligible.

Article VI. Meetings:

- Section 1.** Leadership Team consists of the Executive Board and Directors. Leadership Team meetings shall be held weekly prior to the general meetings at a time and place to be agreed upon by the members of the Executive Board.
- Section 2.** General membership meetings shall be held weekly at a time and place to be agreed upon by the members of the Executive Board.
- Section 3.** Special meetings may be called by the Executive Board or a registered member with a 48-hours notice.

Article VII. Executive Board:

- Section 1.** The Executive Board: All elected officers will be members of the Executive Board. Business shall be conducted in Executive Board meetings on the basis of a simple majority vote.
- a) Three-fifths of the Executive Board must be present in order to conduct business. In no case shall this number be less than three.
 - b) Decisions made in Executive Board meetings shall be deemed decisions of the general body when approved by a simple majority of Directors and registered members.
 - c) Directors of committees and other ad hoc directors shall be appointed by the Executive Board with simple majority approval.
- Section 2.** The Executive Board shall serve as a planning committee.

Article VIII. Succession of Executive Board:

- Section 1.** In the event of permanent incapacitation, resignation, or removal, the line of temporary succession shall be as follows: President, Vice President, Treasurer, Secretary, Public Relations.
- Section 2.** Upon the vacancy of any office, a new candidate will be elected at the next regular meeting or at a special meeting.

Article IX. Hazing Prohibition:

This organization shall prohibit all members and officers from engaging in hazing or committing any act that injures, degrades or disgraces any fellow student.

Section 48900 of the Education Code

SEC. 4. Section 245.6 is added to the Penal Code, to read:

245.6. (a) It shall be unlawful to engage in hazing, as defined in this section.

(b) "Hazing" means any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this state. The term "hazing" does not include customary athletic events or school-sanctioned events.

(c) A violation of this section that does not result in serious bodily injury is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), nor more than five thousand dollars (\$5,000), or imprisonment in the county jail for not more than one year, or both.

(d) Any person who personally engages in hazing that results in death or serious bodily injury as defined in paragraph (4) of subdivision (f) of Section 243 of the Penal Code, is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in county jail not exceeding one year, or by imprisonment in the state prison.

(e) The person against whom the hazing is directed may commence a civil action for injury or damages. The action may be brought against any participants in the hazing, or any organization to which the student is seeking membership whose agents, directors, trustees, managers, or officers authorized, requested, commanded, participated in, or ratified the hazing.

(f) Prosecution under this section shall not prohibit prosecution under any other provision of law.

SEC. 5. This act shall be known and may be cited as "Matt's Law" in memory of Matthew William Carrington, who died on February 2, 2005, as a result of hazing.

Article X.

Discipline of Members

Section 1 This organization shall comply with Title 5, Section 41301, Student Conduct Code.

- Section 2** All complaints alleging violations of the Student Conduct Code, Title 5, section 41301, et seq., shall be investigated pursuant to Executive Order 1073 and/or 1074 (in cases involving allegations of unlawful discrimination, harassment or retaliation based on protected status). Investigations and other proceedings under Executive Orders 1073 and 1074 shall be conducted by campus administration, not student organizations, and this organization shall refer any complaints alleging subject matters covered by Executive Orders 1073 and 1074 to the Office of Judicial Affairs.
- Section 3** Complaints may also be brought to the attention of the Executive Board or the Office of Judicial Affairs. A written charge may be filed with the Executive Board or the Office of Judicial Affairs. The Executive Board or the Office of Judicial Affairs shall review the charges and may conduct a preliminary investigation if deemed appropriate. If the preliminary investigation concludes that misconduct appears to have occurred, the Executive Board or the Office of Judicial Affairs shall conduct a hearing on the matter. The member alleged to have engaged in the misconduct shall be given at least 72 hours notice of the hearing and be given an opportunity to present a defense. By a majority vote, the Executive Board or the Office of Judicial Affairs shall determine whether misconduct occurred. If it determines that misconduct did occur, the Executive Board or the Office of Judicial Affairs shall prepare a report to the membership of its findings and recommended sanctions, which may include expulsion, suspension, or lesser sanction(s) including, but not limited to, a reprimand, removal from office, a fine or corrective remedies.
- Section 4** The membership shall review the hearing report in executive session, and the member accused of misconduct shall have an opportunity to rebut the information in the report. After providing a statement to the membership, the member accused of misconduct shall leave the room for the remainder of the deliberations.
- Section 5** The membership shall vote first on whether the member has engaged in misconduct. If by a two-thirds vote, the membership determines that misconduct has occurred, the membership shall then by a two-thirds vote, determine appropriate sanction(s). The accused member shall be immediately notified of the outcome.
- Section 6** By a two-thirds vote, the membership may reinstate a member who has been suspended or expelled.

- Section 1.** Proposed constitutional amendments made by a member shall be presented to the organization, in writing, one meeting before it may be voted upon.
- Section 2.** Approval by two-thirds of the voting members present at a regular meeting shall pass a proposed amendment.
- Section 3.** Approval by the University is needed to change the constitution.
- Section 4.** Constitutions must be renewed with the University every 5 years.

**BYLAWS OF HISPANIC STUDENTS BUSINESS ASSOCIATION
CALIFORNIA STATE UNIVERSITY, LONG BEACH (CSULB)**

Bylaw I.

Membership:

- Section 1.** There shall be two types of membership in the organization: regular and honorary.
- Section 2.** A regular registered member is one that submits a membership form to the secretary and pays his or her dues to the treasurer per respective semester deadline established by the Executive Board. Honorary member are those who do not pay their dues but are still active within the organization.
- Section 3.** Any member of the CSULB faculty and staff who has rendered outstanding service to the organization may be conferred with honorary membership by receiving a majority vote of the organization. Honorary members are ex-officio, non-voting members.

Bylaw II.

Executive Board Responsibilities:

- Section 1. All Executive Board Members Shall:**
1. Attend regularly scheduled executive board, leadership team meetings, and general meetings unless he/she presents the Executive Board with an appropriate explanation within 24 hours.
 2. Provide the directors with set goals and expectations of their positions at the beginning of each new semester
 3. Supply guidance and direction to directors to utilize in the planning of events
 4. Complete any and all applicable University certification trainings for student organization officers
 5. In case of inability to perform executive board member duties, a letter of resignation must be submitted to the Executive Board.
- Section 2. The President shall:**
1. Preside over all meetings of the general membership and those of the Executive Board and Directors
 2. Be responsible for the effective functioning of the organization as a whole
 3. Begin the planning and coordination of those HSBA events needing attention before the start of the year

4. At times, receive specific assignments from the Executive Board
5. Upon the delegation of the Executive Board, fill any director vacancy that may occur until a new director is appointed

Section 3. The Vice President shall:

1. In the event of the inability of the President to perform his/her duties, assume all presidential authority and responsibility
2. Take the responsibility of being the national representative for the Hispanic Students Business Association (HSBA) at California State University, Long Beach
3. Represent the organization in all national conferences
4. It is recommended that the VP attend United Latino Students (ULS), Associated Business Students Organization Council (ABSOC), and Latino Student Union (LSU) weekly meetings
5. Prepare a monthly newsletter containing HSBA events and activities
6. At times, receive specific assignments from the Executive Board
7. Upon the delegation of the Executive Board, fill any director vacancy that may occur until a new director is appointed

Section 4. The Treasurer shall:

1. In the event of the inability of the Vice President to perform their duties, assume all authority and responsibility
2. Care for the financial concerns of the organization
3. Complete the University Fiscal Certification requirements
4. Keep records of all revenues and expenses of the organization
5. Supply financial budget reports to each committee at the beginning of each new semester
6. Provide a monthly financial report of the organization's standing
7. Perform the recording duties in the absence of the Secretary
8. At times, receive specific assignments from the Executive Board
9. Upon the delegation of the Executive Board, fill any director vacancy that may occur until a new director is appointed

Section 5. The Secretary shall:

1. In the event of the inability of the Treasurer to perform his/her duties, assume all authority and responsibility
2. Keep records of all membership and director information
3. Shall record the minutes of all business-related meetings (i.e. executive board, leadership, and general body meetings).
4. Distribute a summary of all past director and general meetings as subsequent meetings are held
5. Supply to the membership a weekly review of past events and details of upcoming events.
6. At times, receive specific assignments from the Executive Board

7. Upon the delegation of the Executive Board, fill any director vacancy that may occur until a new director is appointed

Section 6. Public Relations shall:

1. In the event of the inability of the Secretary to perform his/her duties, assume all authority and responsibility
2. Supply speakers or guests for the general meetings and notify them of any information needed
3. Schedule meeting rooms
4. Seek new corporate relations and contributions
5. Maintain open communications with members, students, alumni, faculty, and employers
6. Responsible for publicizing upcoming events through appropriate media outlets
7. At times, receive specific assignments from the Executive Board
8. Upon the delegation of the Executive Board, fill any director vacancy that may occur until a new director is appointed.

Section 7. In the event that an elected executive board member is unable to fulfill his/her term of office, there shall be an election to fill the vacancy at the next regular meeting or at a special meeting. Any eligible member, including those already holding office, may be nominated for a vacant office. However, an executive board member may hold only one position at a time.

Section 8. Executive board members may be recalled from office for cause. To initiate a recall election, a petition signed by 3/5 majority vote must be submitted at a regular meeting and a recall vote shall be taken at the next regular meeting. The officer subject to recall shall be given written notice of the recall at least 72 hours prior to the meeting at which the recall vote will be held and shall be given an opportunity to provide a defense. A two-thirds vote is required to remove an officer.

Section 9. Executive Board members shall assume office immediately after voting has been verified. The term of office for the executive board members of the organization shall be for one academic year. No executive board member is allowed to hold the same office for more than two consecutive terms.

Bylaw III. Standing and Ad Hoc Committees:

Section 1. Standing Committees: The following committees will be maintained on an as needed basis. The amount of Directors per committee will be determined by the executive board on an as needed basis. The Executive Board shall appoint Director(s) for the following committees on a as needed basis:

- a) Alumni Relations Committee
- b) Banquet Committee
- c) Community Committee
- d) Corporate Relations Committee
- e) Fundraising Committee
- f) Historian(s)
- g) HSBA Representatives
- h) Marketing Committee
- i) Public Relations Assistant
- j) Social Committee
- k) Membership Committee

Section 2. The Alumni Relations Director(s) shall:

1. Establish and maintain a relationship with Alumni
2. Coordinate events to maintain Alumni unity and interest
3. Establish and maintain an Alumni Advisory Panel
4. Inform Alumni of scheduled upcoming HSBA events
5. Seek Alumni support and sponsorship

Section 3. The Banquet Director(s) shall:

1. Organize the planning process for the banquet.
2. Identify theme and keynote speaker
3. Schedule entertainment and facilities
4. Publicize event on and off campus
5. Seek corporate support and sponsorship

Section 4. The Community Director(s) shall:

1. Develop year-round community projects
2. Seek donations for community events
3. Publicize community events
4. Seek on-campus organizational support

Section 5. The Corporate Relations Director(s) shall:

1. Establish and maintain good relations with corporate sponsors and business owners
2. Organize and promote for corporate events
3. Strive to obtain corporate funding for HSBA
4. Seek corporate funding for scholarships
5. Search for new contacts for HSBA

- Section 6. The Fundraising Director(s) shall:**
1. Coordinate semester fundraising events
 2. Create HSBA attire and merchandise
 3. Organize yearly Spring Break events
 4. Request donations for HSBA events
- Section 7. The Historian Director(s) shall:**
1. Maintain and update bi-weekly collages and video
 2. Create the HSBA Yearbook
 3. Create the HSBA video yearbook
 4. Take diversified photographs and video of all HSBA activities
 5. Create submissions for ABSOC "Organization of the Year Award" contest and any other applicable award opportunities.
- Section 8. The HSBA Representative(s) Director(s) shall:**
1. Attend United Latino Students Association (ULSA), Associated Business Students Organization Council (ABSOC), and Latino Student Union (LSU) weekly meetings
 2. Network with on and off campus organizations
 3. Relay information at officer and general meetings and via e-mail
 4. Inform other organizations of scheduled HSBA events
 5. Coordinate social events and mixers with other organizations
- Section 9. The Marketing Director(s) shall:**
1. Publicize all sponsored events and activities
 2. Produce and post up all publicity materials around campus
 3. Create posters promoting HSBA activities and general meetings
 4. Find creative ways to recruit and retain members
- Section 10. The Public Relations Assistant(s) shall:**
1. Assist in the weekly workshop preparations
 2. Follow up events with thank-you letters for the facilitator/s of the general meetings
 3. Seek corporate relations and contributions
- Section 11. The Social Director(s) shall:**
1. Coordinate all HSBA social events to maintain member unity and interest
 2. Seek facilities and entertainment
 3. Assist in generating funds for scholarship opportunities
 4. Publicize social events on and off campus
- Section 12. The Membership Director(s) shall:**
1. Maintain the "Amigo" mentoring program among members, directors, and executive board members.
 2. Find creative ways to recruit and retain members

3. Create activities and events for membership retention

- Section 13.** Directors are appointed by the Executive Board through an application and interview process. Interviews shall be conducted by the Executive Board and two current members. Upon submission of application, an interview will be conducted by all the executive board members and after review, a director will be appointed by a simple majority vote. Director(s) shall directly report to an assigned Executive Board member.
- Section 14.** All appointed directors shall serve a term of one year, extending from the time of election to the subsequent election, one year hence.
- Section 15.** The repeated failure of a director to carry out these duties without appropriate justifications will necessitate a review of the case by the Executive Board. The Executive Board will perform the following with respect to the director in question:
1. A given verbal encouragement and/or warning
 2. Recommended removal from their Director position by simple majority vote of the Executive Board
- Section 16.** Special Committees: The Executive Board may establish special committees on an ad hoc basis to handle responsibilities not readily assumed by a standing committee.

Bylaw IV.

Advisors:

- Section 1.** There shall be at least one advisor from the faculty or professional staff appointed by the organization.
- Section 2.** The organization shall appoint an individual employed as a faculty or staff member at CSULB to serve as the university advisor to this organization. Auxiliary staff and student assistants are not eligible to serve as advisors. The advisor shall fulfill the responsibilities specified in the Faculty/Staff Advisor Acceptance of Responsibility Form. Advisors shall serve on an academic year basis or until their successor has been selected.
- Section 3.** The advisors shall serve a term of one year and will be appointed at the same time as the officers of the organization.
- Section 4.** The advisor(s) shall be ex-officio, non-voting member(s).

Bylaw V.

Quorum:

- Section 1.** The percentage of members that constitutes a quorum shall be fifty percent plus one.
- Section 2.** In voting, a majority shall consist of more than fifty percent of those voting.
- Section 3.** There must be a quorum in order for any official vote or election to occur.

Bylaw VI.

Elections:

- Section 1.** To be eligible to run for executive board positions, it is recommended that candidates have served as an HSBA Committee Director for at least one academic year. The candidate must have served as a Director or Executive Board Member during the semester of the elections.
- Section 2.** Executive Board will be elected by a simple majority (50% + 1) vote of registered members. In case of a tie, there will be a runoff between the two candidates receiving the highest votes. The winner of the run-off election will be determined by plurality of votes.
- Section 3.** Deadline for Executive Board nominations shall be made at the regular meeting immediately preceding the election. An announcement about nominations shall be made to the membership at least 1 week prior to nomination deadline. A nominee must be nominated by at least 2 members. Nominees must accept their nominations by a deadline announced during nominations.
- Section 4.** Elections will be held prior to the HSBA Awards Banquet on a date selected by the standing executive board. Voting will be done with secret ballots. Ballots shall be handled and counted by at least three members who are not running for an elected position.
- Section 5.** Only the registered membership present during the elections will be allowed to vote. Candidates will also be given the right to vote.

Bylaw VII.

Method to Amend and Renew the Bylaws:

- Section 1.** Proposed bylaw amendments made by a member shall be presented to the organization, in writing, one meeting before it may be voted upon.
- Section 2.** Approval by two-thirds of the voting members present at a regular meeting shall pass a proposed amendment.
- Section 3.** Approval by the University is needed to change the bylaws.
- Section 4.** Bylaws must be renewed with the University every 5 years.