**ABSA Constitution**

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| Article I | Name  The organization shall be the Asian Business Student Association, hereby referred to as ABSA. |
| Article II | Purpose  ABSA exists to support and encourage students in their professional, social, and philanthropic pursuits along with their development as leaders, especially in the field of business. |
| Article III | Membership |
|  | Section 1: Any registered student (full or part-time) at Lone Star College-CyFair who is in good standing with the College and fulfilling the membership requirements of the organization may be a member.  Section 2: Membership Requirements: Members must be students in the Lone Star College System  Section 3: In order to guarantee equal rights for all members of the Lone Star College-CyFair student body, equal opportunities shall be afforded all students without regard to race, color, national and/or ethnic origin, religion, creed, gender, marital affiliation, sexual orientation, age, citizenship, nationality, veteran status, or physical disability.  Section 4: Classification: *Professional/Social*  Section 5: Privileges of membership: Members of the organization will be able to attend meetings, special events and possibly become directors of committees or executive officers of the organization. |
| Article IV | Officers and Advisors |
|  | **Section 1:** The Executive Panel/Officer Titles for ABSA are as follows:   * *President* * *Vice President of Operations* * *Public Relations Department Officer* * *Member Relations Department Officer* * *Marketing Department Officer* * *\*Addition or Dissolution of Officers as Needed\**   **Section 2:** Qualifications for holding office:  *-All active officers must be Lone Star College-CyFair students*  *-All active officers are required to attend at least 70% of all ABSA meetings and events for the semester in which they are elected.*  *-The President is responsible for keeping track of their attendance*  *- Consequences for not adhering to the minimum participation requirements will be determined by the President and the Vice President*  **Section 3:** Length of Term:  *\*The President, Vice President and Officers will be elected every semester\**  **Section 4:** Powers and Duties of Officers:  Accountabilities and Responsibilities:  **(a)\_President**  (i) Accountabilities  1) The President is ultimately responsible for every event or task coordinated by the  organization and its officers. It is his/her duty to oversee all officers, directors, and  members of the organization to ensure that their actions reflect the goals and vision of ABSA.  2) The President is held directly responsible for the balance and budget allocated by Lone Star College Cy-Fair as well as the organizations fund 50 account and associated revenue from fundraising to be maintained at the end of every semester. The budget must be modified and fundraising events must be planned to meet the amount requested by the end of the semester  (ii) Responsibilities  **1) Meetings**  a) Call and preside over officer meetings  iii) Monthly mandatory general meetings  b) Attend and represent ABSA at the Lone Star College System when invited  c) Must summarize bylaws at first officer meeting to officers  **2) Marketing and Advertisements**  a) Verify all published content for accuracy at least 1 day before desired publishing date  b) Assist and support the Vice President in researching, pursuing  and obtaining sponsorship opportunities  **3) Officer Relations and Management**  a) Responsible for ensuring all officers are informed, aware, and engaged in ABSA  activities  **4) Events**  a) Oversee banquet operations and ensure that the date, time, location, and budget are  set in place at least one month prior to the banquet date  **(b) Vice President of Operations**  (i) Accountabilities  1) Fulfill all presidential duties in the absence or incapacity of the President  2) Main point of contact and arbitrator for issues and/or disputes between active members,  officers, and directors  3) Manage the Operations Department and assign tasks to the Operations Director  (ii) Responsibilities  **1) Meetings**  a) Reserve rooms for all meetings  b) Ensure all necessary materials for all meetings and events are completed or provided  (I.e. supplies, PowerPoint presentations, etc.)  c) Ensure handbook is up to date  **2) Marketing and Advertisements**  a) Verify all published content for accuracy at least two days before desired publishing  date  **3) Officer Relations and Management**  a) All information must be distributed to the President and officers in a timely and  accurate fashion  b) Support individual officers with their responsibilities in their absence or incapacity  c) Maintain communication and transparency with the President in regards to the  planning and execution of organizational operations  **4) Events**  a) Sole point of accountability for coordinating the end of the semester banquet with  the other officers  **(c) Officer of Public Relations**  (i) Accountabilities  1) Serve as the chief community outreach administrator for the ABSA  2) Serve as external relations liaison for prospective members  (ii) Responsibilities  **1) Meetings**  a) Assist Officer of Member Relations in organizing, planning, and executing organizational meetings  **2) Marketing and Advertising**  a) Seek to establish and maintain relationships between ABSA and other student organizations on campus  b) Responsible for the recruitment of new members at the beginning of every semester  c) Update the Vice President of Operations about membership statistics before the fifth week into the semester (i.e. amount of new members recruited at the beginning of the semester)  d) Maintain and update the ABSA club rush bulletin board, presentation slides and any other related information intended to distribute to current and potential members (i.e. orientation packet)  e) Create and order flyers in coordination with the Officer of Marketing, with the approval of the President prior to purchase and distribution  f) Organize, plan and execute orientations with the approval of the Vice President of Operations and coordination of the Officer of Marketing  **3) Officer Relations and Management**  a) Coordinate with the Vice President of Operations to ensure reasonable cost and timely arrangements for food, refreshments, and condiments at all organizational member meetings and presentations  b) Coordinate with the President for approval of all transactions conducted in the course of public relations and community service administrations  **4) Events**  a) Class presentations  i) Coordinate with professors and instructors for the dates and times permitted to present to students  ii) Must have at least two presenters for every class and represent ABSA in the best possible light  b) Organize, plan, and implement at least two community service events per semester  c) Present at each officer meeting the community service event details, including date, time, location, refreshment and food arrangements and total cost  **5) Documentation**  a) Create a calendar with other major organization events to ensure ABSA events do not excessively overlap  b) Maintain and update a spreadsheet with Lone Star College Cy-Fair’s staff’s contact information, including name, email, phone, position, and responsibility  c) Maintain and update a spreadsheet with community services booked, including contact information, member turnout and feedback  **(d) Officer of Member Relations**  (i) Accountabilities  1) Serve as the ambassador to the members of ABSA  2) Ensure that quality assistance is given to all members  (ii) Responsibilities  **1) Meetings**  a) Coordinate with the Vice President of Operations to ensure reasonable cost and timely arrangements for food, refreshments and condiments at all organizational member meetings and presentations  b) Maintain an official attendance report for every meeting and event  c) Create, update, and distribute a master member meetings and events schedule in coordination with the Executive Officers  **2) Marketing and Advertisements**  a) All media must be approved by the President and Vice President of Operations.  **3) Officer Relations and Management**  a) Coordinate with the President for approval of all transactions conducted in the course of member relations administration  **4) Events**  a) Coordinate with the President, Vice President and Officers to organize, plan and execute at least one organizational social-related activity per month  b) Coordinate with the Vice President of Operations in regards to resources and scheduling  **5) Documentation**  a) Create surveys to acquire member feedback before the last month of every semester  b) Provide updates about the event details, attendance and any other information relating to the Member Relations Department  **(e) Officer of Marketing**  (i) Accountabilities  1) Serve as the chief information liaison for ABSA  2) Administer information coordination between ABSA officers, members, and any outside organizations as it pertains to ABSA activities  3) Serve as administrator for the ABSA Social Media Page and create all Social Media events  (ii) Responsibilities  1) Marketing and Advertisements  a) ABSA newsletter  i) Prepare electronic newsletter draft based on information contained in the master events schedule  ii) Email draft to the Executive Panel for review and approval by President  iii) Distribute newsletter by designated date  b) Oversee the transmission of all email distributions to ABSA members in a timely fashion through email, including the ABSA Lone Star College Cy-Fair newsletter  c) Update all social media with ABSA events, including Facebook and Instagram  **2) Officer Relations and Management**  a) Create, update, and distribute a master events schedule in coordination with all of the officers  **3) Events**  a) Assist the Officer of Public Relations with Club Rush and Orientation  b) Assist the Officer of Member Relations with ABSA socials and sporting events  c) Ensure that all events have appropriate physical informational media and documentation needed and of sufficient quantity and quality  **4) Documentation**  a) Responsible for the documentation of all events and maintenance of all photo records  b) Ensure ABSA information is current with the Lone Star College Cy-Fair’s records and accurately represents the organization  **(f) Other Officers**  a. The creation of all new offices requires unanimous approval of the Executive Panel. Each officer shall have at least 1 director serving as an assistant to that officer.  b. Dissolution of any offices requires the unanimous approval of the Executive Panel.  **Section 4.03: Qualifications to Hold Office**  (a) President  (i) Good standing with the Lone Star College System (Cy-Fair)  (ii) Student in the Lone Star College System (Cy-Fair)  (iii) Active member of the Asian Business Student Association  (b) Vice President of Operations  (i) Good standing with the Lone Star College System (Cy-Fair)  (ii) Student in the Lone Star College System (Cy-Fair)  (iii) Active member of the Asian Business Student Association  (c) Other officer positions  (i) Good standing with the Lone Star College System (Cy-Fair)  (ii) Student in the Lone Star College System (Cy-Fair)  (iii) Active member of the Asian Business Student Association  (d) Director (Beginning either Fall or Spring)  (i) Good standing with the Lone Star College System (Cy-Fair)  (ii) Student in The Lone Star College System (Cy-Fair)  (iii) Active member of Asian Business Student Association  **Section 4.04 Selection of Officers**  (a) The Vice President of Operations, Officer of Public Relations, Officer of Member Relations, and Officer of Marketing will be elected each semester.  (b) The Vice President of Operations will be nominated by the outgoing President. The Vice President of Operations is also subject to undergo an interview process via the President and the lead advisor.  (c) Nominations for officers shall be made at the regular meeting immediately preceding the election. Members may nominate themselves for an office.  (d) Officers shall be elected by the Executive Panel.  (e) Directors shall be directly appointed by the specific Department Officer.  (f) All Officers may not hold office for the same position for more than two consecutive semesters.  **Section 4.05 Removal of Officers**  (a) Officers may be removed from office for cause. To initiate a removal election, a petition signed by two-thirds of the officers must be submitted at an officer meeting and a recall vote shall be taken at the next officer meeting.  (b) The officer subject to removal shall be given a written notice of the removal at least 72 hours prior to the meeting at which the removal vote will be held and shall be given an opportunity to provide a defense.  (c) A two-thirds vote from the current officers is required to remove an officer or a decision made by the President of ABSA.  *List specific duties of officers listed in Section 1 above.*  **Section 4.06 Officer Vacancy**  (a) If the position of President becomes vacant as the result of resignation, ineligibility, or removal, the Vice President of Operations shall resume the office of the President.  (b) Vacancies in any other elected office shall be filled by an election held at the officer meeting following the vacancy announcement. Nominations may only be made by the officers, Vice President, and President. The President may also appoint an interim officer to fill the vacancy until the election is held. |
| Article V | Elections |
|  | Section 1: Time of Elections: *Election of officers will be determined and held by the President, Vice President, and active officers of ABSA through an application and interview process. A majority vote is required for officer selection.*  Section 2: Election Procedures: *Acceptance of officer positions will be announced by the President of ABSA Cy-Fair.* |
| Article VI | Meetings |
|  | Section 1: The time, date and place of regular meetings shall be determined by the majority of the membership at the first regular meeting of the term.  Section 2: Special Meetings: \*TO BE ANNOUNCED\*  Section 3: Quorum for regular and special meetings shall be at least half of the E-Board. |
| Article VII | Finances |
|  | Section 1: Fiscal Operating year (September 1 – August 31; same as college)  Section 2: There are no membership dues for this organization. |
| Article VIII | Amendments |
|  | Section 1: Proposed constitutional amendments or changes shall be presented to the organization in writing, *(i.e. 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 unless otherwise stipulated in the amendment.  Section 3: A copy of any alteration to this document must be filed in the Office of Student Activities |
| Article IX | Ratification and Enactment |
|  | Section 1: This constitution shall become the official governing document of the organization, upon ratification by a *two-thirds* majority vote of the membership, and approval and acceptance by the appropriate recognizing body of Lone Star College-CyFair. Amendments and ratification to the constitution should require the same vote percentage *two-thirds.* |
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