

**HISPANIC BUSINESS STUDENT ASSOCIATION
CONSTITUTIONAL BY-LAWS**

Last Revised: 8/25/03

We the members of the Hispanic Business Student Association (HBSA) at the University of New Mexico (UNM), adopt this constitution to be a governing set of by-laws for HBSA. Through this constitution we commit HBSA to be a voice on behalf of its members.

MISSION STATEMENT

As a service organization, a goal of HBSA is to help the university of New Mexico

- Increase the graduation rate of Hispanic students.
- To recruit and retain students for the Anderson School of Management by serving its members in the areas of Academics, Personal Achievement, and Professional Endeavor.
- In the development and advancement of Hispanic students in both the corporate environment and local communities.

HBSA does this by striving towards guidance and opportunities for its members through regular open council meetings, membership programs, tutoring, professional workshops, conferences, and a forum to discuss Hispanic economic issues.

BY-LAWS

ARTICLE I

GENERAL

SECTION 1.1 NAME AND OFFICE

The name of the Association shall be the Hispanic Business Student Association, hereafter referred to throughout this text as HBSA (or Association).

SECTION 1.2 PRINCIPAL OFFICE

The Principal office of HBSA shall be located at the University of New Mexico in the County of Bernalillo, City of Albuquerque, New Mexico.

SECTION 1.3 PURPOSE

The Hispanic Business Student Association, through its members, is organized to achieve the objectives of recruiting and retaining students for the Anderson School of Management by serving its members in the areas of Academics, Personal Achievement, and Professional Endeavor.

SECTION 1.4 LIMITATION OF METHODS

HBSA shall be non-profit, non-partisan, and non-sectarian.

ARTICLE II

MEMBERSHIP

SECTION 2.1 ELIGIBILITY

Any UNM student or faculty member having interest in the objectives of HBSA shall be eligible for membership.

SECTION 2.2 VOTING

Each member of HBSA in good standing is eligible to vote and is entitled to cast one vote each.

SECTION 2.3 DUES

Membership dues shall be at such rate, schedule or formula as may be from time prescribed by the Executive Board, payable in advance at the beginning at each semester.

SECTION 2.4 TERMINATION OF MEMBERSHIP

- a) Any member may resign from the Association upon written request to the Executive Board.
- b) Any member shall be expelled for non-payment of dues after sixty (60) days from the beginning of each semester, unless otherwise extended for good cause.
- c) Any member may be expelled at a regularly scheduled meeting for conduct unbecoming of a member or prejudicial to the aims or repute of the Association. The Executive Board and Advisor have the right to warn, and notice an opportunity for a hearing to the member complained against.

ARTICLE III

MEETINGS

SECTION 3.1 MEETING TIMES

The general meetings of the Association shall be held during the Fall and Spring school semesters of UNM. The time and place shall be determined by the Executive Board and notice therefore notified to members by email, bulletins, postings, phone, or by mail at least three (3) days previous to the said meeting.

SECTION 3.2 QUORUMS

At and duly called meeting of the Association, those members present shall constitute a quorum.

SECTION 3.3 SETTING THE AGENDA

1. Call to Order
2. Roll Call / Sign-in
3. Read and Approve Minutes

4. Officer and Committee Chair Reports
5. Unfinished or Old Business
6. New Business
7. Program / Special Event / Guest
8. Announcements
9. Adjournment

The Executive Board has the right to change the Agenda to fit the Association's needs.

ARTICLE IV

OFFICERS DUTIES AND RESPONSIBILITIES

SECTION 4.1 COUNCIL WITH PRESIDENTIAL DUTIES

- a) Presides over meetings
- b) Coordinates and oversees all HBSA operations
- c) Represents HBSA to all of its publics in a favorable matter and sets the tone for the organization
- d) Assists in the recruitment of new and prospective members
- e) In conjunction with the broad membership, the Council with Presidential Duties shall motivate the membership to adhere to all policies and by-laws
- f) Shall maintain an officer's file to be passed on to his/her successor
- g) Shall work to improve relations with other organizations
- h) Responsible to have knowledge of all events / activities
- i) Assists in fundraising activities
- j) Assists in the development and implementation of policies and plans
- k) Responsible for the guidance and actions of his/her Council Advisors
- l) May, upon request, prepare both written and oral reports
- m) Sets the meeting agendas in conjunction with the other HBSA members
- n) Presides over the Constitutional Committee which has the privileges and rights to revise and/or amend this document

SECTION 4.2 COUNCIL WITH SECRETARIAL DUTIES

- a) Presides over meetings in the absence of the President
- b) Represents HBSA to all of its publics in a favorable matter and sets the tone for the organization
- c) Assists in the recruitment of new and prospective members
- d) In conjunction with the broad membership, the Council person with Secretarial Duties shall motivate the membership to adhere to all policies and by-laws
- e) Shall maintain an officer's file to be passed on to his/her successor
- f) Shall work to improve relations with other organizations
- g) Responsible to have knowledge of all events / activities
- h) Assists in fundraising activities
- i) Assists in the development and implementation of policies and plans
- j) Responsible for the guidance and actions of his/her Council Advisors

- k) May upon request, prepare both written and oral reports
- l) Shall keep careful and accurate records of all the proceedings of HBSA
- m) May present for approval the minutes of the previous meeting to members
- n) Posts the time, place, date, and agenda of the next HBSA meeting
- o) Maintains and keeps a current membership roster with names, addresses, and telephone numbers
- p) Maintains membership status with the National Hispanic Business Association (NHBA)
- q) Will report to members all unfinished business of the meeting(s)
- r) Maintains an accurate calendar of events / activities
- s) Produces and distributes the minutes of previous meeting(s)

SECTION 4.3 COUNCIL WITH TREASURER DUTIES

- a) Represents HBSA to all of its publics in a favorable matter and sets the tone for the organization
- b) Assists in the recruitment of new and prospective members
- c) In conjunction with the broad membership, the Council person with Treasurer Duties shall motivate the membership to adhere to all policies and by-laws
- d) Shall maintain an officer's file to be passed on to his/her successor
- e) Shall work to improve relations with other organizations
- f) Responsible to have knowledge of all events / activities
- g) Oversees in fundraising activities
- h) Assists in the development and implementation of policies and plans
- i) Responsible for the guidance and actions of his/her Council Advisors
- j) Keep an accurate record of all financial transactions
- k) Responsible for all monies received at HBSA sponsored events and other fundraising activities
- l) Pay bills, keeping arrears to a minimum
- m) Responsible to prepare a budget when requested
- n) May upon requests prepare both written and oral reports

SECTION 4.4 COUNCIL WITH HISTORIAN DUTIES

- a) Represents HBSA to all of its publics in a favorable matter and sets the tone for the organization
- b) Assists in the recruitment of new and prospective members
- c) In conjunction with the broad membership, the Council person with Historian Duties shall motivate the membership to adhere to all policies and by-laws
- d) Shall maintain an officer's file to be passed on to his/her successor
- e) Shall work to improve relations with other organizations
- f) Responsible to have knowledge of all events / activities
- g) Assists in fundraising activities
- h) Assists in the development and implementation of policies and plans
- i) Records Association's History

SECTION 4.5 COUNCIL WITH EDUCATIONAL DUTIES

- a) Represents HBSA to all of its publics in a favorable matter and sets the tone for the organization

- b) Assists in the recruitment of new and prospective members
- c) In conjunction with the broad membership, the Council person with Educational Duties shall motivate the membership to adhere to all policies and by-laws
- d) Shall maintain an officer's file to be passed on to his/her successor
- e) Shall work to improve relations with other organizations
- f) Responsible to have knowledge of all events / activities
- g) Assists in fundraising activities
- h) Assists in the development and implementation of policies and plans
- i) Administer the oath of office
- j) Presides over all academic aspects
- k) Organizes educational events
- l) Responsible for developing membership development programs i.e. membership programs, tutoring, professional workshops, conferences, and forums to discuss Hispanic educational, economic and professional issues

SECTION 4.6 COUNCIL WITH PUBLIC RELATIONS DUTIES

- a) Represents HBSA to all of its publics in a favorable matter and sets the tone for the organization
- b) Assists in the recruitment of new and prospective members
- c) In conjunction with the broad membership, the Council person with Public Relations Duties shall motivate the membership to adhere to all policies and by-laws
- d) Shall maintain an officer's file to be passed on to his/her successor
- e) Shall work to improve relations with other organizations
- f) Responsible to have knowledge of all events / activities
- g) Assists in fundraising activities
- h) Assists in the development and implementation of policies and plans
- i) Maintains a quality business relationship
- j) Plans all social functions and obtains permission for facilities
- k) Ensures proper security for all social functions
- l) Plans social calendar beginning each semester
- m) Maintains and improves communication with editor(s) of various media
- n) Produces and distributes HBSA's newsletter on a periodic basis
- o) Produces and distributes event fliers as needed
- p) Maintains and updates HBSA website (<http://www.unm.edu/~hbsa>)
- q) Serves as HBSA's public information officer

ARTICLE V

CONSTITUTIONAL AMENDMENT

SECTION 5.1 PROPOSED AMENDMENTS

Proposed and/or revisions of this document shall be presented to the Constitutional By-Law Committee in writing for consideration.

SECTION 5.2 THE CONSTITUTIONAL BY-LAW COMMITTEE

After consideration, the proposed amendments/revisions shall be given to the President who oversees the Constitutional By-Law Committee.

SECTION 5.3 ADOPTIONS

A constitutional amendment or revision shall be adopted if seventy-five percent (75%) of the total membership vote is in favor of adoption.