



Latino Business Student Association (LBSA)
California State University, Fullerton

Constitution

ARTICLE I. NAME AND PURPOSE OF THE ORGANIZATION

Section 1. The name of the organization shall be the “Latino Business Student Association.”

Section 2. The purpose of this organization was founded with the central goal of advancing the educational and professional careers of its members. This goal is to be achieved through networking opportunities, leadership promotion, and development of skills to enhance each individual. The Latino Business Student Association also strives to nourish community engagement, primarily through outreach and service events. In conjunction with our central goal, it is the organization belief that members will leave with a greater confidence, established network, and a heightened sense of community.

ARTICLE II. REQUIREMENTS FOR MEMBERSHIP AND SELECTION OF MEMBERS

Section 1. Membership in the organization shall be open to all those regularly-enrolled California State University, Fullerton students who are interested in membership. There shall be no other requirements for admission to regular membership. Each regular member has equal rights and privileges.

Section 2. Membership in this organization shall not be denied to any student at California State University, Fullerton on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation or disability.

Section 3. There shall be a minimum of five (5) CSU Fullerton students who are currently enrolled in at least one class with a maximum of 20 percent of the members who are not CSU Fullerton students.

Section 4. There shall be three types of members in LBSA:

Active Member: Active members shall be those in good standing with LBSA that fulfill the following obligations and requirements: Pay all membership dues and debt. Be enrolled in at least 6 units at CSUF. Attends and participates in 60% of all meetings and events. Active members have the right to vote.

Associate Member: Associate members shall be non-CSUF student in good standing with LBSA that fulfill the following obligations and requirements: Pays all membership dues and debts. Attends another university or college. Attends and participates in meetings and events. Associate members have the right to voice their opinions, but do not have the right to vote.

Alumni Member: Alumni members shall be those in good standing with LBSA that fulfill the following obligations and requirements: Be former members who have received their prospective degree, and /or are no longer attending an institution of higher education. If an active member transfers to graduate school, that member can elect to either remain an active member or become an alumnus. Alumni Member has no voting rights.

Section 5. Voting membership is limited to regularly enrolled (non-extended education) students, at California State University, Fullerton.

Section 6. Any person giving outstanding service to the organization may be voted or appointed by the president into an honorary position.

Section 7. Any member may be suspended or expelled from the organization for conduct obviously contrary to the constitution of LBSA or for the conduct, which impairs the rights of the members to enjoy the benefits of LBSA. The offense must be in writing and submitted by a LBSA member. **After the offense is submitted to LBSA, the offending member has the right to a 24 hour notice of a hearing before the Latino Business officers** at a regular meeting, and the offending member may be suspended or expelled by a 51% affirmative vote of active members of LBSA.

ARTICLE III. OFFICERS

Section 1. The elected officers of LBSA shall be the President, Vice President, Vice President of Marketing, Treasurer, Executive Administrator, and other officers deemed necessary. The term of office will be one year beginning one week before finals week.

Section 2. Powers and Duties of Officers:

Clause 1. **The President shall preside at all meetings of LBSA which include both board and general meetings. They shall be the official spokesperson of the organization, representing the policies, views and opinions of the organization in its relations with the campus and community at large.** They delegate and oversee the effectiveness and success of the organization as a whole. The president sets the direction of where they feel the organization should go towards in this next semester and sets a plan or description of how they will accomplish this. Coordinates the duties of all the officers and insures that they are being performed properly. They will be responsible for coordinating calendar programs or projects undertaken by the organization for each academic semester. Perform those other functions, which shall be deemed necessary and proper by the organization at-large.

Clause 2. The Vice President will discharge all of the duties and responsibilities of the President in the President's absence. At many times, this person will receive orders from the President. This person also sees that the everyday tasks are being done (i.e. make sure that the committees are doing their job or that for example the room has in fact been reserved for a special event you will have). This person will be giving the president constant reports. Coordinate the activities of all the committees and insure that they are functioning properly. They will attend all executive board meetings as well as the general meetings. Assist the executive board with any planning's they may be taking on for the academic school year and following up with the executive board on a weekly basis.

Clause 3. **The Treasurer handles all financial affairs and budgeting of the**

organization. They maintain ASI Agency Accounts in the organization's name, which requires signatures of the Treasurer, President and Advisor. They are responsible for reporting the financial status of the organization on a weekly basis during executive board meetings or as requested by the President and/or Vice President. Review all proposed projects and financial requests. Be responsible for the creation of semester budgets for the organization, as well as overseeing the incomes and expenditures of the organization at large. Will discharge all of the duties and responsibilities of the President in the President's and Vice President absence

- Clause 4.* The Executive Administrator shall keep the minutes in a permanent written form of all the meetings. Send all official correspondence of the organization. Be responsible for the courtesy cards of the organization. Send reports of the various committees to all members of the Executive Board. Bind the entire year's minutes at the end of each administration and keep same on permanent file within the offices of the Latino Business Student Association. Discharge all of the duties and responsibilities of the Vice President in the Vice President's absence. Perform those other functions as directed by the President and as are deemed necessary and proper by the organization at large.
- Clause 5.* The Director of Marketing will maintain all social media platforms active by sharing any events LBSA has and any affiliated events. They are responsible in creating flyers for upcoming events and marketing material to use at events like tabling. They will also create any logos or t-shirt designs needed for the club if needed. They are responsible in maintaining an archive of pictures throughout the year to share at the end of the year banquet in a form of a video either using pictures or video footage.
- Clause 6.* The Director of Corporate Relations will maintain and establish new connections between the organization and outside companies. They are in charge of building relationships with potential sponsors, existing sponsors, and other corporate partners. Before the semester starts, the Director of Corporate Relations will be in charge of creating sponsorship materials in collaboration with other board members.
- Clause 7.* The Director of Fundraising will be required to find fundraising opportunities in order to keep the club in strong financial standing. Fundraisers may include restaurant fundraiser, on-campus fundraisers, club socials, and any other opportunities that are available. They will organize at least one (1) fundraiser a month during the school year and must collaborate with the Vice President of Finance in order to ensure proper funds are available. They will also be required to host at least one (1) club social fundraiser per semester and may continue the Xalosween and Luck of the Irish Club Socials if available. Overall, this director must ensure a constant inflow of funds is entering the club's finances.
- Clause 8.* The Director of Community Service will look out for volunteer events that will occur at least once a month for LBSA. They will present them to the Executive Board at the beginning of the semester to plan out attendance to the events. They will coordinate volunteer events by providing a sign-up sheet for the general members.
- Clause 9.* The Director of Alumni Relations will maintain constant communication about LBSA events with the Alumni's through platforms like Facebook, GroupMe and/or emails. They will also be responsible in hosting two alumni panels a year, one in the fall and one in the spring. They will also have the opportunity

to create events throughout the year that include alumni such as the Alumni mixer, Alumni fundraisers, and alumni tournaments and so on.

- Clause 10.* The Director of Information and Technology will maintain the LBSA website up-to-date regarding, but not limited to, the calendar. They will provide technical support to the Executive Administrator with regards to the Newsletter. Provide technical support to the Director of Alumni Relations with regards to the Alumni Newsletter. Provide the general meetings with the set-up of the technical devices required to accommodate the guest speakers. Assist the Director of Marketing in any way possible with the promotion of LBSA events using social media platforms such as Facebook, Twitter, Instagram, Snapchat, LinkedIn, and Youtube.
- Clause 11.* The Director of Recruitment and Retention will coordinate the tabling schedules for executive board and general members. This person will be responsible for arranging days that are deemed beneficial for recruitment such as: TSO, SLO, Days of Discovery, Business Madness, etc. They will organize at least one retention event per semester. Candidate will also be required to keep an up to date list of paid members, which should equal users of the application GroupMe. They will encourage general members to join other e-board committees and/or events, in turn creating a welcoming environment.
- Clause 12.* The Director of Special Events is responsible in coordinating any event that will occur throughout the year. They will work with the Vice President of Finance with getting reasonable quotes for any items needed at events such as food, rental fees, etc. They will communicate with the entire board on what they will provide for food for each general meeting that is not covered by a sponsor. They will help any other board member with any of their events if and when needed. They are also responsible in booking the winter retreat and planning the end of the year banquet with the help of the rest of the board. They can do so with the help of general members as well if they decide to lead the special events committee.
- Clause 13.* The Association for Intercultural Awareness (AICA) Representative is expected to maintain active status for one school year. This includes attending a summer and winter orientation for leadership training. At the start of the fall semester, the representative will receive a binder that will include copies of the by-laws, presentation guidelines, funding allocation procedures and other pertinent policy information. They are expected to familiarize themselves with the material. The representative will update the executive board on any AICA related events. Attending and maintaining active participation in the General Council meetings is vital. They will also promote LBSA events to the General Council. The representative will be responsible for the registered AICA email and will maintain communication with the President pertaining AICA documents. Other duties include, conducting a cultural and advocacy presentation per semester, attending at least two Finance Committee meetings per semester, and will provide leadership transition support to the future representatives.
- Clause 14.* The United Latino Student Association Representatives will be in charge of attending and actively participating in all ULSA functions (i.e. biweekly meetings, events, etc.). ULSA Rep will conduct at least one joint alcohol-free activity with another ULSA school each semester. They are responsible for organizing a calendar of events [official ULSA events, Chapter events, and collaborations] to present to the Executive Board. They will attend fellow

chapter's events on a regular basis as well as promote them to our chapter's membership, in the case that they cannot attend they will delegate a representative to do so. The ULSA Representative will serve as the main liaison between the LBSA CSUF chapter and all of ULSA. The ULSA Representative will coordinate membership participation in all ULSA functions (i.e. semester conferences, weekenders, tournaments, etc.).

Clause 15. The MESA Cooperativa Representative will update the executive board on MESA related events. He or she must attend every MESA event. If the MESA Representative cannot attend a MESA event, they must appoint a board member in place. The MESA Representative must also update organizations within MESA on LBSA events. The MESA Representative must update LBSA on MESA events. They support and promote both MESA and LBSA events, in order to unite all the Latino organizations.

Clause 16. The Business Inter-Club Council (BICC) Representative will update the executive on BICC related events. They must attend every BICC event and weekly meetings. If the BICC Representative cannot attend a BICC event, they must appoint a board member in place. The BICC Representative must also update organization within BICC on LBSA events. The BICC Representative must update LBSA on BICC events. They are responsible in promoting both LBSA and BICC events in order to communicate and support all the Business organizations in Mihaylo.

Clause 17. The executive board will appoint or vote on committees and chairpersons as seen necessary. Committees include but are not limited to special events committee, fundraising committee, high school outreach committee, and marketing committee.

Section 3. Officer qualifications (President and Treasurer only):

Clause 1. The President and Treasurer of the student organization are required to meet the minimum requirements established for Minor Representative Student Officers by the CSU Chancellor's Office.

a. Officers must be matriculated and enrolled (non-extended education) at Cal State Fullerton.

b. Officers must maintain a minimum cumulative 2.0 grade point average each term. c. Officers must be in good standing and must not be on probation of any kind.

d. Undergraduates are required to earn six semester units per term while holding office.

Graduate and credential students must earn three semester units per term while holding office.

e. Undergraduate officers are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential officers are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate credential objective, whichever is greater.

Section 4. In the event an elected officer is unable to fulfill their term of office, there will be a

“special election and nomination process”. Any eligible member, including those already holding office, can be nominated for a vacated officer position.

Section 5. In the event an executive board member continuously fails to fulfill their duties, there will be a three-strike rule.

ARTICLE IV. MEETINGS

Section 1. **Regular meetings are scheduled** weekly at the Titan Student Union conference rooms, or another location.

Section 2. **Special meetings are called** by any elected officer or by 10% of the voting members of LBSA. All members must be given a minimum of 48 hours’ notice prior to the special meeting.

Section 3. **Business cannot be conducted unless a quorum of the membership is present. Quorum for this organization is** defined as 40% of the voting membership.

ARTICLE V. ELECTIONS

Section 1. **Officers are elected** once an academic year. **Elections are held** at the end of each academic year the following year’s term.

Section 2. **At least one week’s notice will be provided for any meeting at which an election is held.**

Section 3. **The voting period will be open for at least** one meeting

Section 4. **Votes will be** cast by secret ballot or via the Titan Link elections feature **and counted** by an unbiased committee.

Section 5. **Results of elections must be noted in the minutes and made available to the student organization members no later than** one-week post-election.

Section 6. **A candidate must receive** at least 51% of the votes or if necessary runoff elections will be held. Runoff elections will include the top two candidates with the most votes from the previous election; ULSA representatives will include the top three candidates if necessary.

Section 7. **Petition** by a 1/3 of the total permanent number of members **is cause for a recall election.** The offense must be stated in writing and submitted by a member. A recall election will be conducted as a “Recall Election”. **Recall requires an affirmative vote** of 2/3 of the total **voting membership.**

ARTICLE VI ADVISORS

Section 1. **Advisor(s) of the student organization are required to meet the minimum requirements established by the CSU Chancellor’s Office which includes trainings assigned by the Office of Student Life & Leadership**

Section 2. **Any non-auxiliary employee on a minimum half time basis employed by CSU Fullerton can serve as a non-voting advisor to this organization.**

Section 3. The advisor(s) will serve a term of one academic year and is selected during registration of the organization pending approval by the Office of Student Life & Leadership.

Section 4. The advisor(s) may be removed by a 2/3 vote of the membership at a regularly scheduled organization meeting **or at the discretion of the University.**

Section 5. A staff member from the Office of Student Life and Leadership or a School Based Assistant Dean may be assigned to work with this organization to assist the faculty advisor and the organization.

ARTICLE VII. DUES

Section 1. This organization may assess membership fees. Membership fee assessment is determined each semester or each academic year by a quorum of the membership at its regularly scheduled meeting.

Section 2. All money must be deposited into an Associated Students, Inc. Accounting Office agency account.

ARTICLE VIII. METHOD TO AMEND THE CONSTITUTION

Section 1. Proposed constitutional amendment or changes will be presented in writing to the organization one meeting before this amendment is voted on.

Section 2. Approval by 2/3 of the voting members present at a regular organization meeting will pass this proposed amendment. The amendment is immediately effective unless otherwise stipulated in the proposal.

Section 3. A copy of this constitution/by-laws and/or amendments to this constitution must be filed in the Office of Student Life & Leadership at CSU Fullerton every year during registration or within 30 days after any substantive change or amendment.

Section 4. The University reserves the right to make any changes to the Constitution to meet any requirements set by the CSU Chancellor's Office.

ARTICLE IX. DISBURSAL OF ORGANIZATION ASSETS

Section 1. In the event the "Latino Business Student Association" should become defunct for a period of more than 2 years, all assets will be turned over to the CSU Fullerton Associated Students, Inc., to be used to promote student programming on campus.

ARTICLE X. RULES OF ORDER

Section 1. The "Latino Business Student Association" accepts "Roberts Rules of Order" (*newly revised*) as its Rules of Order.

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