

CONSTITUTION OF THE ASIAN BUSINESS STUDENTS ASSOCIATION

Date of last revision: April 17, 2016

ARTICLE I. NAME AND CLASSIFICATION

- I. The name of the organization shall be the Asian Business Students Association, hereby referred to as ABSA.
- II. ABSA shall be classified as a professional student organization and shall function as a nonprofit organization in accordance with the regulations of The University of Texas at Austin, hereby referred to as UT and the McCombs School of Business, hereby referred to as MSB.

ARTICLE II. PURPOSE

ABSA shall exist to serve as a medium for communicating educational, occupational, social, and philanthropic opportunities within the MSB, UT, and Austin communities to its paid members.

ARTICLE III. MEMBERSHIP

- I. Membership is open to all students and faculty of the UT who are interested in business and its related fields.
- II. Membership is not denied on any basis prohibited by applicable law, including, but not limited to, race, national origin, sex, religion, political affiliation, or handicap.
- III. Membership is not prerequisite for participation in the functions of the organization deemed thus by the Executive Panel of ABSA. However, members may receive priority in events with a limited number of available spots.
- IV. Membership is contingent upon compliance of such duties as specified by the bylaws of ABSA.

ARTICLE IV. OFFICERS

- I. The Executive Panel will consist of the President, Executive Vice President, Professional Vice President, Internal Vice President, External Vice President, Administrative Vice President, Academic Vice President, Financial Vice President. These officers are to be elected in accordance with the bylaws of ABSA.
- II. Other executive officers created by the Executive Panel are to be elected.
- III. All appointed and elected officers are responsible for fulfillment of their individual duties as dictated by the bylaws of ABSA.

ARTICLE V. DIRECTORS

- I. The General Assembly will consist of necessary directors determined by the Executive Panel.
- II. Directorships are appointed by the respective officer.

- III. All appointed directors are responsible for fulfillment of their individual duties as dictated by the presiding officer and the bylaws of ABSA.

ARTICLE VI. MEETINGS

- I. ABSA will meet in general meetings regularly, at least bimonthly, during the academic year at a place and time designated in advance by the Executive Panel and at any other place and time so designated. These meetings are open to the public, unless declared otherwise by the Executive Panel.
- II. The Executive Panel shall meet at the call of the President.
- III. Organizational Branches consisting of select members of the organization, called Directors, shall meet at the call of the senior officer of that branch for the purpose of fulfilling the duties of that branch.

ARTICLE VII. DISSOLUTION CLAUSE

- I. The order of succession in the event of incapacitation, resignation, or removal of the President will be based on the unanimous decision of the current officer panel.
- II. A vacancy in an elected office other than that of the President shall be filled by a special election, which will meet all applicable guidelines of regular elections.
- III. All assets of ABSA shall devolve to and become the property of another nonprofit organization(s) should the organization be dissolved. The Executive Panel shall decide to which organization(s) these assets will go.

ARTICLE VIII. CONSTITUTION REVISION

- I. All proposed amendments to the Constitution of ABSA will be submitted in writing by a member of the organization in good standing to the Executive Panel.
- II. The Executive Panel will prepare and introduce a statement of the proposed amendment in a special hearing provided to proponents and opponents of the amendment for the purpose of debate within two weeks of submission.
- III. Amendments must then be presented to the General Membership and is adopted by a two-third's vote of those present and voting.
- IV. A rejected amendment may not be presented for further vote until the following semester.
- V. Each revision of the Constitution shall include the date of revision below the title

BYLAWS OF THE ASIAN BUSINESS STUDENTS ASSOCIATION

BYLAW I. Membership

- I. Membership – A member in good standing is one who has paid all dues and fees as specified by the Executive Panel. A member may not be denied his/her participation in the organization's activities without just cause. The Executive Panel reserves the right to deny a member participation in or remove the member

from particular activities if the member is unreasonably disruptive or if the member's intentions are to prevent others from obtaining just benefits from the activity.

BYLAW II. Dues

- I. Dues shall be set before each academic year by the Executive Panel. The amount of the dues may be revised by the Executive Panel before first day of the Spring semester for semester dues.
- II. Full payment of dues are required in order to be a member in good standing.

BYLAW III. Executive Panel

- I. President – The principal officer of ABSA shall:
 - a. Serve as the representative of the organization in its relations with public and private entities, and with the public-at-large,
 - b. Educate the members on the ideas, values, and goals of the organization,
 - c. Be responsible for the adoption by the organization of such ideals and practices,
 - d. Preside at all meetings of the General Membership (GMs), the Executive Panel (OMs), and all events reasonably requiring the President's attention (GAMS, events, etc.),
 - e. Act as an ex-officio member of all organizational branches,
 - f. Exercise discretionary powers to execute policies necessary to fulfill his/her duties and responsibilities, provided they do not conflict with these bylaws.
- II. Executive Vice President – The second officer of ABSA shall:
 - a. Serves as principle officer of the Executive Branch,
 - b. Establish and maintain the channels of communications with the corporate sponsors,
 - c. Assume presidential duties in the temporary absence of the President,
 - d. Exercise discretionary powers to execute policies necessary to fulfill his/her duties and responsibilities, provided they do not conflict with these bylaws,
 - e. Oversee such directors as necessary to carry out stated duties.
- III. Professional Vice President – the third officer of ABSA shall:
 - a. Serves as the principle officer for the Professional Branch,
 - b. Be responsible for providing the members with instruments for professional enrichment,
 - c. Establish and maintain the channels of communication with the business community,
 - d. Exercise discretionary powers to execute policies necessary to fulfill his/her duties and responsibilities, provided they do not conflict with these bylaws,
 - e. Oversee such directors as necessary to carry out stated duties.
- IV. Internal Vice President – the fourth officer of ABSA shall:

- a. Serves as the principle officer of the Internal Branch,
 - b. Plan and implement membership retention strategies,
 - c. Monitor and enhance member participation in ABSA activities,
 - d. Organize such projects as necessary to complement the pre-professional aspect of the organization,
 - e. Exercise discretionary powers to execute policies necessary to fulfill his/her duties and responsibilities, provided they do not conflict with these bylaws,
 - f. Oversee such directors as necessary to carry out stated duties.
- V. External Vice President – the fifth officer of ABSA shall:
- a. Serves as the principle officer of the External Membership Branch,
 - b. Act as a liaison between the organization and the College of Business Administration,
 - c. Serve in his/her capacity as a member of the Undergraduate Business Council
 - d. Keep the organization informed of Undergraduate Business Council activities, and vice versa,
 - e. Establish and maintain the channels of communication with the MSB, UT, and Austin community,
 - f. Organize charitable donations and philanthropic programs,
 - g. Exercise discretionary powers to execute policies necessary to fulfill his/her duties and responsibilities, provided they do not conflict with these bylaws,
 - h. Oversee such directors as necessary to carry out stated duties.
- VI. Administrative Vice President – the seventh officer of ABSA shall:
- a. Serves as the principle officer of the Administrative Branch,
 - b. Be responsible for keeping an accurate account of the minutes of each meeting of the executive officers,
 - c. Establish and maintain the channels of communication with the organization’s alumni,
 - d. Assist the President in preparing informational material,
 - e. Keep a chronological record of ABSA activities for future semesters,
 - f. Oversee the compilation of the organization’s periodicals,
 - g. Exercise discretionary powers to execute policies necessary to fulfill his/her duties and responsibilities, provided they do not conflict with these bylaws,
 - h. Oversee such directors as necessary to carry out stated duties.
- VII. Academic Vice President – the sixth officer of ABSA shall:
- a. Serves as the principle officer of the Academic Branch,
 - b. Research and report findings of internship, scholarship, and professional opportunities to members,
 - c. Act as a liaison between the organization and the annual Launch conference,
 - d. Establish workshops to assist in the development of member
 - e. Exercise discretionary powers to execute policies necessary to fulfill his/her duties and responsibilities, provided they do not conflict with these

- bylaws,
 - f. Oversee such directors as necessary to carry out stated duties.
- VIII. Financial Vice President – the eighth officer of the ABSA shall:
- a. Serves as the principle officer of the Financial Branch,
 - b. Maintain an accurate record of the financial accounts of the organization,
 - c. Create and direct efforts to obtain financial resources for the organization,
 - d. Collect and deposit all membership dues in the appropriate account,
 - e. Be responsible for revenues and expenses of the organization,
 - f. Report the financial status of the organization periodically at meetings of the Executive Panel,
 - g. Upkeep necessary information on members,
 - h. Exercise discretionary powers to execute policies necessary to fulfill his/her duties and responsibilities, provided they do not conflict with these bylaws,
 - i. Oversee such directors as necessary to carry out stated duties.
- IX. 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. The collection of directors will be referred to as the General Assembly, outline in BYLAW V.
 - b. Dissolution of any offices requires the unanimous approval of the Executive Panel.
 - c. Panel Advisor – The prior president of ABSA can remain and serve in an ex-officio capacity on the Executive Panel for one academic year immediately succeeding his term with the approval of two-thirds of the Executive Panel.
 - d. Faculty Advisor(s) – The faculty advisor(s) shall be ex-officio member(s) of the organization and shall hold advisory role(s) during the meetings of the Executive Panel.
 - e. Newly-elected Officers – Officers elected for the term immediately succeeding the current term of offices shall sit on meetings of the Executive Panel. During the transition period from the spring elections to the last day of the Spring semester, these officers shall carry out tasks in preparation for their coming term.

BYLAW IV. Election of Officers

- I. Officers of ABSA shall be elected near the end of each Spring semester by a secret ballot of the members present at the General Meeting on the date of the election. The candidate with the greatest number of votes will be confirmed to the office.
- II. All candidates for an elected office must meet the qualifications of that office.
 - a. Presidential candidates must be a member of the organization at the time of nomination and must have served prior duty as a voting member of the Executive Panel.

- i. If only one such person is in contention, the candidacy shall be opened to any member of ABSA in good-standing who has served as a director for a minimum of 3 semesters.
 - b. The qualifications of other Executive Panel offices shall be membership at the time of nomination.
 - c. Each candidate must submit a resume and an application (provided by the Executive Panel) that will be posted and available for review at least 48 hours prior to voting.
 - d. If there are more than 3 candidates for any office **and** more than 18 candidates in total, the President has authority to institute a screening process of candidates to limit candidacy in each office to the top 3 candidates.
 - i. The nature of the screening process is at the discretion of the President and can involve but is not limited to individual interviews with the respective officer, individual interviews with the entire Executive Panel, or a preliminary vote by the General Assembly.
- III. The term of office shall commence when offices are announced at the Spring End-of-Semester banquet and shall terminate on the last day of the Spring semester before the next term. The President shall serve no more than one complete term of office. All other terms of office shall be unrestricted.
- IV. Election Procedures
 - a. The President shall preside over the elections and shall conduct the election process according to guidelines covered herein. In the event that the President is a candidate for an office, the Executive Panel will appoint a parliamentary officer from among itself, or else, from among the members present. The parliamentary officer shall not be in contention for an office.
 - b. Speaking order will be determined by picking numbers out of a "hat."
 - c. Only the speaking candidate for a particular position may be in the election room. All other candidates for a particular position must be separated from the room.
 - d. Each candidate for a non Presidential office is allowed a maximum of 3 minutes to speak (without any visual, technological, or other forms of aid) and 5 minutes of question/answer from the attending membership.
 - e. Presidential candidates are allowed a maximum of 5 minutes to speak and 10 minutes of question/answer from the attending membership.
 - f. The first question to each candidate for an officer position will be asked by the current officer and will be a standard question to each candidate. The second question to each candidate for an officer position will be asked by the previous officer and be a standard question to each candidate.
 - i. These two questions will be consistent across all candidates and will serve as a benchmark for the general membership to gauge each candidate.
 - g. The following questions will be from any member in good standing in the order of the President's discretion

- V. Voting
 - a. All members in good standing present to hear all speeches for a position may submit one vote for one candidate for an officer position.
 - b. Current officers present to hear all speeches for a position may submit three votes for an officer position to use at their discretion.
 - c. Previous officers present to hear all speeches for a previously held position may submit two votes for that officer position to use at their discretion. Previous officers must be paid members.
 - d. Alumni are not allowed to vote but may participate in the question/answer portion.
 - e. Non-members may be present but cannot vote and cannot participate in the question/answer portion.
 - f. Votes must be cast immediately after all candidates for the position have spoken. ABSOLUTELY NO votes will be accepted after this from a member, previous officer, or current officer.
 - g. The votes must be collected and in a sealed “envelope” and kept in the presiding officer or member’s possession.
 - h. Results will be announced at a later date predetermined by the officer panel.
- VI. Vote Tabulation
 - a. All current officers not in contention for an officer position must convene immediately following to count the votes.
 - b. Officers in contention for offices may take part in the tabulation of offices other than the one they are running for at the discretion of the President or the parliamentary officer.
 - c. All officer votes must be cast before tabulation begins
 - d. Tabulation can only begin with the consent of the President or the parliamentary officer.
 - e. The votes for each office are to be counted at least 3 times by 3 different officers not holding that position.
 - f. If and only if all three totals are identical, the President will move for a vote confirming the winning candidate.
 - g. In the event of a tie, all officers with the exception of the president will cast ONE additional vote and the President will then move for a vote to confirm the winning candidate.
 - h. All present for the vote tabulation are bound by their office to conceal the official results until the announcement date.

BYLAW V. Directors

- I. The directors are appointed by the Executive Panel through an application selection process. The terms of the office commences immediately after the time of appointment and resumes until the last day of the spring semester of the current term
- II. Directors – assistants to an officer shall:
 - a. Meet regularly with the presiding officer

- b. Carry out all duties determined by the presiding officer
 - c. Meet bi-monthly with the Executive Panel and other directors (GAM)
 - d. Attend General Meetings
- III. The following changes have been made to streamline the officer structure of ABSA in order to promote and enhance communication and efficiency among the officers and with the membership of this organization.

BYLAW VI. Organizational Branches

- I. Standing branches shall assist in carrying out duties of the Executive Panel office in charge.
- II. Each branch shall consist of directors with duties as outlined above.
- III. As stated in the BYLAW III, each officer will be the principle officer of their respective branches and the President will act as an ex-officio member for all organizational branches.
- IV. Teams
 - a. Any career-oriented teams shall be formed under the direct supervision of the Executive Panel, fall within an existing branch, and be governed by specific contracts as stipulated by the Executive Panel
 - b. These teams shall be structured for the explicit benefit of ABSA members in good standing and shall be composed only of ABSA members in good standing
 - c. Team Heads
 - i. Requirements may be set forth by the Executive Panel to determine qualifications for Team Heads.
 - ii. The term of office shall commence when offices are announced at the Spring End-of-Semester banquet and shall terminate on the last day of the Spring semester before the next term.
 - iii. Team Heads are required to attend General Meetings and General Assembly Meetings.
 - iv. Team Heads are responsible for disseminating the information to the rest of the team.
 - v. Team Heads are responsible for the team curriculum and involved in the Team Member selection process.
 - d. Team Members
 - i. Requirements may be set forth by the Executive Panel to determine qualifications for Team Members.
 - ii. Team Members should be actively involved in/support branch events. Activeness is up to the discretion of the respective officer and the lack of may result in removal from team during mid-term reviews.
 - iii. Team Members are required to attend General Meetings as stipulated under BYLAW V.

BYLAW VII. Impeachment of Officers

- I. Motions for review may be brought against any officer if that officer acts in a manner inconsistent with the ideals of ABSA, fails to perform his/her explicit duties, or engages in practices contrary to the welfare of the organization.
- II. Motions for review of an officer shall be initiated by two-thirds of the Executive Panel or by a petition signed by at least one third of the membership in good standing. The motion must be in written form, and must contain evidence and/or arguments justifying a review hearing.
- III. A review hearing, consisting of the Executive Panel and those party to the motion, shall be held within two weeks of submitted motion. The officer subject to the review shall not be present. Evidence and arguments for and against the dismissal of the officer shall be heard from those present. The Executive Panel will then decide whether or not substantial grounds are present for an impeachment hearing. A two-thirds vote of the Executive Panel shall sustain the original motion which becomes an impeachment motion.
- IV. An impeachment hearing, consisting of only the Executive Panel, shall be held within two weeks of the review hearing, and the President, or succeeding officers shall present the evidence and/or arguments filed during the review hearing. The officer subject to the motion shall be given an opportunity to respond to each charge as they are presented.
- V. The officer may submit his/her resignation in writing prior to the final impeachment vote, in which case the impeachment is aborted and the resignation is accepted. A unanimous vote of the Executive Panel is required to affirm the motion for impeachment, and a special election shall be held to fill the vacated position.

BYLAW VIII. Meetings

- I. General Meeting (GM) – The General Membership shall meet at least twice a month. The attendance of the Executive Panel and directors is required.
- II. General Assembly Meetings (GAM) – consisting of the Executive Panel and directors shall be held bi-weekly. Attendance is required by above-mentioned.
- III. Officer Meetings (OM) – The Executive Panel shall meet at the call of the President, at least once a week. The attendance of the required of and is limited to the Executive Panel. Special attendance is given to individuals based on the discretion of the President.
- IV. Attendance – Mandatory attendance is excused only in extreme circumstances.
 - a. Officers - Any unexcused absence shall automatically be grounds for a motion of review of that officer.
 - b. Directors - The second unexcused absence during a given semester shall automatically be grounds for a motion of review of that director.
 - c. Members - The third unexcused absence during a given semester shall automatically be grounds for relinquishment of good standing position.

BYLAW IX. Quorum

- I. A quorum shall be defined as one-third of the members in good-standing of

ABSA

- II. No vote of the General Membership, including constitutional revisions and elections, is valid without a quorum present.