

# **Constitution of Honors Business Association at The University of Texas at Austin**

## **PREAMBLE**

The Honors Business Association (HBA) is intended to foster a social network enabling students to exchange ideas within the business sector, form meaningful ties with the community, and contribute to a dynamic learning environment while maintaining a fun and exciting atmosphere.

## **ARTICLE I- UNIVERSITY COMPLIANCE**

**Statement of University Compliance:** This organization is a recognized student organization at The University of Texas at Austin and shall comply with all campus policies as set forth in the *Institutional Rules on Student Services and Activities and Information on Students' Rights and Responsibilities*.

## **ARTICLE II – PROHIBITION OF HAZING**

**Prohibition of Hazing Policy:** State law and Sec. 14-103(3) of the *Institutional Rules on Student Services and Activities and Information on Students' Rights and Responsibilities* define hazing as any intentional, knowing or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are or include students at an educational institution.

## **ARTICLE III – MEMBERSHIP**

**Membership Restriction:** In accordance with Sec. 6-202(a)(2) and Sec. 6-302 of the *Institutional Rules on Student Services and Activities and Information on Students' Rights and Responsibilities*, this organization restricts membership to students, faculty members, and staff members of the University,

**Eligibility of Membership:** In accordance with Sec. 6-202(a)(3) of the *Institutional Rules on Student Services and Activities and Information on Students' Rights and Responsibilities*, this organization may not deny membership on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identity, or gender expression, except that a registered student organization created primarily for religious purposes may restrict the right to vote or hold office to persons who subscribe to the registered student organization's statement of faith; and a registered student organization may restrict membership based on the provisions of Title IX of the Education Amendments of 1972.

### **Section 3.1: Member Selection**

The *General Membership* of HBA shall consist of all students currently enrolled in the Canfield Business Honors Program.

### **Section 3.2: Member Removal**

Members will be removed from the organization if removed from the Canfield Business Honors Program.

### **Section 3.3: The Governing Body**

The members of the Executive Board will govern HBA.

## **Article IV – OFFICERS**

### **Section 4.1: Duties and Responsibilities**

The Duties of Officers shall consist of, but not necessarily be limited to, the following:

*President:* The President shall assure the integrity of HBA through prudent and proper action. Acting as the official liaison between HBA and the McCombs School of Business, particularly the Business Honors Program, the President must act as promoter for the agenda of HBA. Additionally, the President is responsible for representing HBA at major University events and for conducting both the Executive Board and the General Assembly meetings. The President is also responsible for maintaining an HBA Buddy Program. The President will hold other officers accountable for their respective duties.

*Executive Vice President:* The Executive Vice President shall assist the President in the overall management of HBA. The Executive Vice President is responsible for keeping track of member and Executive Board attendance, coordinating meetings, and working with the President to advance the agenda of HBA. The Executive Vice President shall oversee HBA's alumni relations. Should the President be unable to attend a function or temporarily unable to perform the required duties of the office, the Executive Vice President shall take on the duties of President.

*Corporate Relations Vice President:* The Corporate Vice President shall act as the chief corporate contact for HBA. The Corporate Vice President is responsible for securing corporate sponsorships, maintaining relationships with recruiters, and organizing corporate events and field trips. The Corporate Vice President shall work closely with the President to uphold and enhance the professional external image of HBA.

*Financial Vice President:* The Financial Vice President shall be responsible for maintaining all financial records, expenditures, and reimbursements for HBA. The Financial officer must keep updated, accurate books for the organization and make them available upon request to any HBA Executive Board Member. The Financial Vice President must work closely with the entire Executive Board to ensure the long-term financial health of the organization.

*Academics Vice President:* The Academics Vice President shall be responsible for maintaining all relations between HBA and the faculty and staff of the Business Honors Program. It is the responsibility of the Academics Vice President to enhance the academic experience for all BHP students by increasing faculty and staff involvement.

*External Affairs Vice President:* The External Vice President shall act as a liaison between HBA and the Undergraduate Business Council. The External VP is also the chief liaison between HBA and other entities within the Business School. It is the External Vice President's responsibility to update members on the events and activities in the Business School. Lastly, the External Affairs Vice President shall be responsible for planning and implementing all philanthropy events for HBA members.

*Social Vice President:* The Social Vice President shall be responsible for planning and implementing events designed to enhance the strong sense of community within the Business Honors Program.

*Communications Vice President:* The Communications Vice President is responsible for maintaining the website, issuing a weekly newsletter, and overseeing scrapbook and historian activities. The Communications Vice President shall work closely with the entire Executive Board to increase member participation and HBA's visibility on campus.

#### **Section 4.2: Requirements**

To be eligible for office, a candidate must be a member of HBA, must not have plans to graduate and/or study abroad during the fall or spring semester before the end of the specified term. Furthermore, candidates must be in good academic standing with the Business Honors Program.

#### **Section 4.3: Selection Process**

All officers elected by the General Assembly, including the President, Executive Vice President, Corporate Relations Vice President, Financial Vice President, Academics Vice President, External Affairs Vice President, Social Vice President, and Communications Vice President.

#### **Section 4.4: Term of Service**

Each officer shall serve for a term of one year, starting and ending with HBA elections. No officer may serve more than two consecutive terms in the same position.

#### **Section 4.5: Resignation**

Any officer may resign during the course of their term. The resignation must be submitted in writing to the Current Executive Board; once submitted, it becomes effective immediately.

#### **Section 4.6: Impeachment**

Any officer can be impeached for: failure to perform assigned duties properly and in good faith; not representing the best interests of HBA and/or behavior adversely affecting the standing of the organization in the McCombs School of Business, on campus, or in the community. A current officer at an Executive Board Meeting must issue a call for impeachment in writing to the Executive Board.

#### **Section 4.7: Removal from Office**

Any impeached officer can be removed from office by a two-thirds vote of the Current Executive Board at any Executive Board Meeting followed by a majority vote of the present General Assembly at the next scheduled General Meeting.

#### **Section 4.8: Vacant Offices**

In the event of a vacancy in the office of the President, the Executive Vice President shall become the acting President until the next regularly scheduled election. In the event of a vacancy in an office other than that of President, a special election, as defined by the By-Laws, shall be held at the next General Meeting that is no less than two weeks following the resignation. In the event that a General Meeting is not scheduled within two weeks, the Executive Board shall appoint an interim officer to fill the vacancy until the next General Meeting where a special election will be held.

#### **Section 4.9: Honors Business Association By-Laws**

Once agreed upon for the year, all officers shall follow the Honors Business Association By-Laws. If any changes are made to the Honors Business Association By-Laws, a majority of officers must agree. Any

changes will take effect immediately. Officers not following the Honors Business Association By-Laws may be impeached.

#### **Article V – MEETINGS**

A General Meeting of HBA shall be a meeting open to the General Membership and invited guests and will be held every other Tuesday. Attendance is not mandatory for General Meetings.

#### **ARTICLE VI - UNIVERSITY ADVISOR**

**University Advisor:** In accordance with Sec. 6-101 (14) and Sec. 6-101(15) of the *Institutional Rules on Student Services and Activities and Information on Students' Rights and Responsibilities*, this organization may have a University Advisor who is at least twenty-one years of age, is not enrolled as a student at the University, and serves as either:

- a. a part-time or full-time employee of the University.
- b. a representative of a national organization that is associated with the registered student organization.
- c. serves as either.
  - i. a part-time or full-time employee of the University.
  - ii. a representative of a national organization that is associated with the registered student organization (registered student organizations only).

#### **ARTICLE VII – FINANCES**

##### **Section 7.1: Dues**

There will be no dues for members in the Honors Business Association

##### **Section 7.2: Budget**

The Financial Vice President will be in charge of the budget

#### **ARTICLE VIII – ELECTIONS**

##### **Section 8.1: Requirements**

1. All members of the Executive Board must currently be enrolled in the Business Honors Program
2. All members of the Executive Board must be in good academic standing with the Business Honors Program
3. All members of the Executive Board must be able to serve a full two-semester term in office
4. The current Executive Board shall have the power to create and enforce a point requirement for candidates running for office
5. The current Executive Board shall have the power to create and enforce a points requirement for General Member voting at the election meeting

##### **Section 8.2: Procedures**

1. Elections shall be held at the second to last general meeting of the spring semester
2. Candidates shall be required to submit an application one week prior to elections with the written approval of the BHP Staff Director as to indicate good academic standing

3. Candidate applications shall be publicly posted on the HBA website prior to elections
4. Candidates shall only be allowed to run for one position with the exception of the President
5. Presidential candidates shall be allowed to run for one additional position if not elected to President
6. Presidential candidates shall be allowed to give a five minute speech
7. All other candidates shall be allowed to give a two minute speech
8. Voting shall be done by secret ballot
9. All General Members present at the elections meeting and meeting any established point minimum shall have one vote for each position
10. Ballots shall be counted by three Election Officials, including the current President if he or she is not running for office, and the remaining slots appointed by any current Executive Member that is not running for office
11. Election Officials may not run for any position or vote in the current election
12. The candidate with a simple majority of votes shall be elected
13. In the case there is no simple majority for an elected office, a run-off election shall take place during the election meeting between the two candidates with the highest number of votes from the initial ballot
14. There shall be no campaigning for any elected position

#### **ARTICLE IX – AMENDMENTS**

**Constitution Updates:** All amendments or changes to this constitution must be reflected in an updated constitution that must be submitted to Student Activities in the Office of the Dean of Students at 2609 University Ave., Suite 2.112 within 14 days of its approval.

##### **Section 10.1: Proposal**

In order for an amendment to be considered, it must be submitted as a written proposal to all members of the Current Executive Board.

##### **Section 10.2: Consideration**

Once an individual has proposed an amendment, the Current Executive Board must, at the next Executive Board meeting, discuss the proposed amendment, and take a two thirds vote on whether or not to consider the proposal further.

##### **Section 10.3: Ratification**

The amendment will then be presented at the next General Meeting for discussion. After discussion, the General Membership, Current Executive Board excluded, will vote by secret ballot on whether or not to ratify the amendment. If a simple majority of the members at the General Meeting approve the amendment, it will take effect on the effective date set by the Current Executive Board. All approved amendments will be appended to this Constitution.

This Constitution must be ratified by a three-quarter secret ballot vote of General Members, current Executive Board excluded, attending a General Meeting. When ratified, this Constitution will go into effect 42 minutes after the General Meeting in which it is ratified. When ratified, this Constitution, and the associated By-Laws, will be the supreme law of the Honors Business Association and will supersede all other documents associated with HBA.

## **ARTICLE X – By-Laws**

### **Section 10.1: Organizational Hierarchy**

The Constitution of HBA is the supreme authority of HBA; the By-Laws of HBA will be followed for the operation of the organization, bearing that they are not in opposition to the Constitution. In the event of conflict between the two documents, the Executive Board shall defer to the Constitution of HBA.

### **Section 10.2: Alteration of By-Laws**

Changes to the By-Laws must have a two-thirds approval of the Current Executive Board. The General Members must be notified of the proposed changes three days prior to the Executive Board vote.

### **Section 10.3: Suspension of By-Laws**

The Current Executive Board may, with a two-thirds vote, approve a one-time exception to a Bylaw. Exceptions are one-time only, and a separate vote must be taken for each individual exception.