

# **Asian Business Student Association Constitution**

**2024-2025**

## **ARTICLE I. NAME OF ORGANIZATION**

The name of this organization is the Asian Business Student Association. This organization will utilize the acronym ABSA in all public materials and correspondence. This organization is sponsored by the Student Government.

## **ARTICLE II. ORGANIZATION AFFILIATION**

As outlined in the RSO Classification Policy, Asian Business Student Association is considered a General Registered Student Organization. As a GRISO, our organization is a separate 3rd party entity, not considered a part of the University of Florida. Through registering with the University, our student group agrees to follow its policies and operate on campus with access and/or eligibility for specific campus benefits.

## **ARTICLE III. PURPOSE STATEMENT**

The Asian Business Student Association is an Asian-interest, but not Asian-exclusive, business organization that provides students with a community and tools to succeed at the University of Florida and beyond. Our mission is to empower and develop students professionally and personally in a supportive, and safe environment through networking, mentorship, public service, cultural involvement, and more!

## **ARTICLE IV. COMPLIANCE STATEMENT & UNIVERSITY REGULATIONS**

Upon approval by the Department of Student Engagement, Asian Business Student Association shall be a registered student organization at the University of Florida. Asian Business Student Association shall comply with all local, state and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University's regulations related to Non-Discrimination, Sexual Harassment (including sexual misconduct, dating violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.

### Section A. Non-Discrimination

The Asian Business Student Association agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act.

Discrimination on the basis of the protected classes described in University of Florida

Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policies) is prohibited.

#### Section B. Sexual Harassment

The Asian Business Student Association agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment. Behaviors that could create a hostile environment include sexual harassment (which could include inappropriate sexual comments), sexual misconduct, dating violence, domestic violence, and stalking and repeated instances of cyber abuse. Sexual harassment as described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policy) is prohibited.

#### Section C. Hazing

The Asian Business Student Association agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization. Hazing as defined in the University of Florida Regulation 1.0081 (Prohibition of Hazing; Procedures and Penalties) and 4.040 (Student Honor Code and Student Conduct Code) is prohibited. If found responsible for hazing, sanctions may be imposed against the organization, its leaders and/or members.

#### Section D. Responsibility to Report

The University of Florida identifies Responsible Employees and Campus Security Authorities to support the health, safety, and wellbeing of campus. If Asian Business Student Association becomes aware of any such conduct described in this article, they are encouraged to report it immediately to staff in Student Engagement, the Director of Student Conduct and Conflict Resolution, the University's Title IX Coordinator, or to their Student Organization Advisor, who are identified as mandated reporters.

#### Section E. Officer Eligibility

Asian Business Student Association understands, acknowledges, and agrees to uphold and abide by the specific minimal requirements regarding officer eligibility as defined in the Registered Student Organization Classification and Officer Eligibility Policy

### **ARTICLE V. MEMBERSHIP**

Membership in this organization is open to all enrolled students at the University of Florida. Non-enrolled students, spouses, faculty, and staff are prohibited from holding membership, office or voting powers. All members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

#### Section A. Membership Contingency

Membership is extended to all University of Florida affiliates; however, the organization reserves

the right to revoke access to the club if any violations of the organization's rules, breaches of the constitution, or instances of unsettling behavior towards fellow members occur. It should be noted that committing to any of the actions mentioned above does not guarantee membership in the organization.

If such a situation arises, the organization's officers shall convene a meeting to deliver on the membership status of the individual in question. The officers shall reach a unanimous decision regarding the individual's continued membership. If a unanimous decision cannot be reached, the responsibility for determining the individual's membership status shall rest with the examination faculty advisor. The Faculty advisor shall determine the individual's membership in the organization.

## **ARTICLE VI. BYLAWS FOR ASIAN BUSINESS STUDENT ASSOCIATION**

Asian Business Student Association may elect to maintain separate bylaws document to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements sent forth by local, state, and federal laws, the university of Florida's regulations, policies, and procedures, and the Student Engagement constitution requirements. Amendments and changes may be made to the bylaws and shall be consistent with the Student Engagement approved constitution on file and student engagement's constitution requirements. Should the organization transition leadership, all bylaws and guiding documents will be transitioned to new student organization leaders and/or advisor(s). Asian Business Student Association agrees to provide all unaltered by laws and guiding documents and/or clarify its procedures in writing to any University of Florida student, faculty, or staff upon request.

## **ARTICLE VII. STUDENT ORGANIZATION ADVISOR**

Each registered student organization must have an eligible student organization advisor. The student organization advisor must be a full-time, salaried faculty or staff member not on extended leave for 4 consecutive weeks or longer during their advisor term. The student organization advisor shall serve as a resource person providing advisory support to officers and members and may not vote or hold office in the organization. The student organization advisor shall be nominated by the officers and confirmed by a majority vote of the members. If the student organization advisor is unable to continue in their position, officers may nominate a replacement at any time, to be confirmed by a majority vote of the members.

## **ARTICLE VIII. OFFICERS**

Registered student organizations are required to have a minimum of a President, Treasurer, and Vice President as elected officers. These officers must abide by the Registered Student Organization Classification and Officer Eligibility Policy.

The elected officers of Asian Business Student Association shall be President, Vice-President, and Treasurer. At no time should one person hold more than one of these positions.

### Section A: Officer Titles

The officers shall be the President, External Vice President, Internal Vice President, Vice President of Finance, Vice President of Marketing, Director of Professional Development, Director of Fundraising, Director of Outreach, and Director of Service.

### Section B: Roles of Officers - Executive Board

#### **1. President**

The President will conduct general membership and executive board meetings, coordinate activities of officers, evaluate the effectiveness of the organization's programs, and serve as a liaison to other student organizations, the college, and the community.

The President will have the power and duty:

- To call and preside over all general and executive meetings of ABSA
- To keep the faculty advisor informed of the activities planned and to seek his/her advice concerning any situation in which the course of action to be taken is questionable.
- To plan for future meetings.
- To co-sign with the Vice President of Finance on all monetary transactions which require the withdrawal of funds from the club's bank account.

#### **2. Internal Vice President**

The IVP's main role is to ensure that officers are doing their duties, and events and meetings run efficiently. They are to reserve rooms for events and meetings, direct presentations/slideshows, officer evaluations, and maintain an active list of ABSA members. They will also prepare a summary of each meeting to send out to absent board members.

The Internal Vice President will have the power and duty:

- To record and maintain accurate minutes of all executive meetings.
- To record attendance at all general body meetings.
- To handle all correspondence and to maintain a file that is accurate and easily accessible.
- To maintain the ABSA email accounts and send out all official ABSA correspondence.
- To reserve all rooms necessary for ABSA meetings and events.
- To maintain a current list of active members.
- To coordinate tasks and designate roles for committee members.
- To establish officer evaluations
- Perform all presidential duties in the absence of the President.
- In charge of officer retreat and unity events.

- Ensure productivity and efficiency of the officer board by making sure that each officer is fulfilling their duties.
- Organizes officer applications and manages interviews during times of position vacancy.

### **3. External Vice President**

The External Vice President will be responsible for promoting ABSA and fostering relationships with external organizations.

The External Vice President will have the power and duty:

- To coordinate with the President on managing all general and executive meetings of ABSA.
- To oversee ABSA's general body meetings.
- To support in planning for future meetings.
- Attend meetings and events of outside organizations for the purpose of informing external audiences of the activities of ABSA.
- Work in conjunction with the Director of Outreach to handle the public relations and advertising of events.
- Act as a liaison between the ABSA, other university organizations, companies, speakers, and other external entities.

### **4. Vice President of Finance**

The Vice President of Finance (Treasurer) will oversee the Finance committee, manage the organization's bank account, track all available funds, submit student acquisition requests to the Student Government, and create budgets for internal use and a yearly budget to be submitted to the Student Government.

The Vice President of Finance will have the power and duty:

- To maintain accurate records of all financial transactions and, at all meetings, to report current expenditures in the state of the ABSA account.
- To co-sign with the President all monetary transactions of ABSA requiring the withdrawal of funds from the club's account.
- The newly elected VP of Finance will handle all the necessary procedures for placing the account under the names of the President and VP of Finance authorized to co-sign monetary transactions.
- To coordinate tasks and designate roles for committee members.

### **5. Vice President of Marketing**

The Vice President of Marketing will oversee participation in student organization fairs, develop and implement various promotion strategies to develop ABSA's brand, and increase membership in the club. In addition, they will take photographs throughout the year, upload pictures to the club's social media accounts and google drive, and maintain records of graduating members' contact information.

The Vice President of Marketing will have the power and duty:

- To maintain and update the ABSA website.
- To coordinate the promotion of ABSA across all social media platforms.
- To act as photographer and videographer at all ABSA events.
- To coordinate tasks and designate roles for committee members.
- Create graphics for every GBM Recap GBM post
- Plan marketing schedule
- Create 2 reels per month
- Any other creative projects

## **6. Director of Professional Development**

The Director of Professional Development will create professional development workshops, organize the name-tag fundraiser and post-professional development announcements, and plan joint events with other organizations.

The Director of Professional Development will have the power and duty:

- To maintain the connection between ABSA and corporate relations.
- To plan professional development workshops.
- To coordinate tasks and designate roles for committee members.
- 1-2 workshops in the first month of each semester (Sept + January)
- Mentor/mentee program in fall, and AIM program in the spring.

## **7. Director of Fundraising**

The Director of Fundraising will coordinate and plan multiple fundraising events throughout the school year through creative fundraising ideas, and contacting local establishments.

The Director of Fundraising will have the power and duty:

- To host 1 after-social fundraiser with a restaurant every gbm
- To lead concessions or another big project in fall, and foodie fundraiser in spring
- At least 1 other creative fundraiser each semester (pie, headshot, instagram boards, etc).

## **8. Director of Outreach**

The Director of Outreach will communicate with and contact external organizations and individuals for the benefit of the organization, create monthly calendars with club events.

- To organize 1-3 collab events with other organizations per semester.
- To plug for ABSA gbm to at least 3 other organizations in person
- Ask at least 5 orgs to repost GBM graphics via plugging channel
- Create a plugging schedule for board to repost on instagram
- Work in conjunction with the EVP to handle the public relations and advertising of events.

## **9. Director of Service**

The Director of Service will be responsible for fulfilling the service pillar of ABSA by planning and organizing one service event per semester. This role is crucial in ensuring that ABSA actively contributes to the community and engages members in meaningful service activities.

### Section C: Roles of Officers - Committee

Committees are to help further the mission of individual departments. The Executive Board may form any committees as needed in order to help promote the cause of ABSA. Any member may participate in the committees. A committee is to be led by the Vice President of that department and can be managed by directors.

### Section D: Terms & Attendance

Officers will hold office for one year, consisting of two consecutive academic semesters – Fall and Spring. They are eligible to be re-elected for a maximum of 1 additional year for the same office. After two consecutive years in the same office, officers may run for another position or become general body members. Officers must meet the following requirements to maintain office: attend 75% of executive board meetings, 75% of general meetings, and 75% of outside activities. Conflict with attendance due to class, exams, religious holidays, or special curricular requirements (e.g., interviews, professional conferences), will be excused. Officers will be elected at the end of each Spring semester.

### Section E: Impeachment

If an officer has neglected their position to the extent that it has limited the success of the club, the officer's status as an executive board member may be challenged by any member of the executive board or general body. The President maintains the power to impeach executive board members but will only do so after discussing the situation with the executive board and two-thirds of the executive board agree. If the President's status is challenged two-thirds of the executive board must agree for the President to be impeached. Should there be no conclusion of

the decision, the faculty advisor will be the last option and shall evaluate the officer's performance and decide their status as an executive board member.

If an officer is unable to meet these requirements due to personal, illness, or disability-related issues, the President will work with the Disability Resource Center and the Counseling and Wellness Center to ensure professional support for said executive board member. No officer may be impeached due to personal, illness, or disability-related issues. If the officer does not wish to resign and has medical documentation of their extenuating circumstances, the executive board will collectively work to accommodate the officer by reallocating some of the officer's responsibilities to other executive board members.

## **ARTICLE XI. ELECTIONS**

In the absence of clear direction on election, amendment, and /or voting procedures, Asian Business Student Association agrees to follow the guidance and instruction of Robert's Rules of Order for the election or amendment process.

### Section A: Election Outline

Elections of new officers will take place once a year during the first meeting in April. During the first meeting in March, active members will receive access to a nomination form that is to be filled out and turned in to the executive board by the last meeting in March. At the first meeting in April, candidates will deliver a speech, after speeches active members can ask any questions within a 1-minute time frame and 2-3 set questions can be posed and each candidate will respond to those same questions, membership points will be made public, and secret ballot elections will take place.

### Section B: Eligibility and Voting Privileges

Only active members will have the privilege to vote. Any active member can be nominated for any office, other than President. For a candidate to qualify for the presidency, the candidate must have held a previous executive board position. In the occurrence that none of the candidates meet that criterion, the candidate must have been a committee member. If there are still no candidates that meet those criteria, then the qualifying candidate must have at least 8 points assigned through attendance at meetings and outside events. A member running for an executive position must hold office for the entire year for which he/she/they has been elected to serve. This requirement will be waived only in the case of academic load conflict or personal/family issues.

### Section C: Balloting Procedures

- A. Each position will be preceded by a roll call to check the attendance of actively voting members.
- B. Election order will descend from the President down to Committee Directors.
- C. Candidates for a position will step out of the room during elections for that position as each candidate presents a speech.
  - a. The President position candidates will be given a maximum of 5 minutes to speak.

- b. The executive board positions candidates will be given a maximum of 3 minutes to speak.
  - c. Non-executive board position candidates will be given a maximum of 2 minutes to deliver their speech.
- D. After a candidate has presented their speech, up to three questions that have been predetermined by the active members will be asked.
- a. Each candidate for the position will be asked the same questions.
  - b. Each candidate will have 1 minute to answer each question.
  - c. Each candidate will have 1 minute for active members to ask any questions
- E. After each candidate has presented their speech and answered their questions, a pro-con session will commence while all the candidates for the position wait outside of the room
- F. Voting will be carried out through secret-ballot
- a. A majority vote is required to be elected for a position
  - b. Should no candidate receive a majority vote, successive rounds of secret-ballot voting will continue until there is one candidate who has received a majority vote
  - c. In between rounds, a motion may be made to pro/con and deliberate the candidates once more
  - d. If the tie persists, then the candidate with the highest number of points will be given the position.
- G. There will be a break every 2 hours that proceeds

## **ARTICLE IX. FINANCE**

As a General Registered Student Organization, Asian Business Student Association does not receive any funding or resources from other UF Departments or Colleges, rather, this organization is funded by: Student government. Asian Business Student Association does not require membership fees or other financial obligations. We will raise funds through fundraisers, donations, sponsorships, and partnerships. Money raised will be used to further the mission of ABSA, which can include food for general body meetings, socials, events, and marketing supplies, amongst other uses. Members can participate actively, and non-members can participate passively in fundraising activities. It is the primary responsibility of the Vice President of Finance to participate in fundraisers and raise funds for the organization. The organization will apply for Student Government funding every semester.

## **ARTICLE XI. DISSOLUTION OF ORGANIZATION**

Upon dissolution, student organizations are prohibited from leaving their organizational assets to any individual or any other student organization. Rather, student organizations may designate a specific charity that will receive such organizational assets. At the time of dissolution, after all outstanding debts are paid, Asian Business Student Association will leave any assets and outstanding funds shall be donated to a charity to be agreed upon by the Officers.

## **ARTICLE XII: AMENDMENTS TO CONSTITUTION**

Student Engagement has established a process through which constitutions may be amended, reviewed, and approved. Student organizations wishing to amend their constitutions must utilize their constitution on file listed on GatorConnect to make amendments and submit those changes to Student Engagement. All amended constitutions must be submitted directly to Student Engagement for review and approval.

Amendments to this constitution may be made at any regular meeting of the Asian Business Student Association provided notice of the proposed amendment was given one week before a vote. Prior to this meeting, our officers will request a copy of the constitution from the Department of Student Activities and Involvement through email. Any member is eligible to propose an amendment, and proposals should be sent to any member of the executive board. Amendments require a two-thirds vote of the members in attendance at the meeting and are subject to final approval by the Department of Student Activities and Involvement.