

**Amended and Restated Bylaws of Asian Business Student Association**

**Article I. NAME AND BRANDING**

Section 1.01 The name of this organization shall be: The Asian Business Student Association at the University of Houston.

Section 1.02 Only the following names may be used in reference to the organization:

- (a) The Asian Business Student Association at the University of Houston
- (b) Asian Business Student Association
- (c) A.B.S.A.

Section 1.03 Official colors of the organization are:

- (a) Red
- (b) Gold
- (c) White

**Article II. PURPOSE**

Section 2.01 The purpose of this organization is to assist Asian-American business students (including international business students studying abroad from Asia) adjust to the University of Houston and integrate them into American business culture. Furthermore, the Asian Business Student Association aims to create a network of Asian-American business students that will help future generations find their paths to successful careers.

**Article III. AUTHORITY**

Section 3.01 This organization is a recognized student organization at the University of Houston and adheres to all campus policies as set forth in the University of Houston Student Handbook.

Section 3.02 Board of Directors

- (a) The Board of Directors will exist to ensure that the goals and actions of the Officers are in line with the purpose of the organization.
- (b) The Board of Directors will act as advisors for the Officers by providing insight from prior semesters.
- (c) The Board of Directors may not vote for or impeach Officers and may not vote in Officer Meetings.
- (d) The Board of Directors will consist of 9 members: 6 permanent members (the Chairman of the Board plus 5 board members) and 3 rotational members who are replaced at the end of each academic term.
- (e) The 6 permanent members are:

Members	Position	Financial Voting Power	Operational Voting Power
Ralph Degala	Chairman	N	Y
Kathy Bui	Member	Y	Y
Li Luong	Member	Y	Y
Johnny Ng	Member	Y	Y
Kelly Nguyen	Member	Y	Y
Robert Phu	Member	Y	Y

- (f) These 6 members have indefinite terms until they choose to resign. In the case of resignation, the remaining permanent members have the option to elect a replacement in a unanimous vote or continue on without one.

- (g) Additional release of funds to ABSA must be approved by the 5 permanent members with financial powers in a majority vote. If a majority vote determines that additional funds should be provided to ABSA, the 5 members with financial authority will authorize the treasurer to release the funds.
- (h) The funds will be held in a separate account by the Treasurer until the Board of Directors vote to distribute the funds to ABSA.
- (i) The position of Treasurer will be held by David Tu, indefinitely. In the event of resignation, the Board of Directors will determine the proper procedures to appoint a new Treasurer.
- (j) The Treasurer holds no voting power or authority over the operations of the Board of Directors or ABSA.
- (k) The Board of Directors must verify account balances held by the Treasurer quarterly.
- (l) The Chairman of the Board will oversee the 3 rotational members. The rotational members will consist of previous Presidents of the Asian Business Student Association. At the end of each semester, the outgoing President has the option to replace the most tenured rotational Board member or forgo his/her seat on the Board.

Section 3.03 Officers

- (a) Officer Titles for the Asian Business Student Association are as follows:
  - (i) President
  - (ii) Vice President of Operations
  - (iii) Vice President of Finance
  - (iv) Vice President of Corporate Relations
  - (v) Vice President of Public Relations
  - (vi) Vice President of Member Relations
  - (vii) Vice President of Marketing

**Article IV. POWERS AND DUTIES OF OFFICERS**

Section 4.01 Participation and Involvement

- (a) All officers are required to attend at least 75% or to the discretion of the current semester's officer team of all ABSA meetings and events for the semester in which they are elected. The President is responsible for keeping track of their attendance and notifying the Board of Directors when these requirements are not met. Consequences for not adhering to the minimum participation requirements will be determined by the Board of Directors.
- (b) Revisit for online semester

Section 4.02 Accountabilities and Responsibilities

- (a) President
  - (i) Accountabilities
    - 1) The President is ultimately responsible for every event or task coordinated by the organization and its officers. It is his/her duty to oversee all officers, directors, and members of the organization to ensure that their actions reflect the goals and vision of the Asian Business Student Association.
    - 2) The President is held directly responsible for the balance and budget of \$2,500 to be maintained at the end of every semester. The budget must be modified and fundraising events must be planned to meet the amount requested by the end of the semester, as stated in ARTICLE XI: Section 11.03.
  - (ii) Responsibilities
    - 1) Meetings

- a) Call and preside over the following:
    - i) Bi-weekly officer meetings
    - ii) Monthly mandatory general meetings
  - b) Attend and represent Asian Business Student Association at University of Houston or C.T. Bauer College of Business meetings when invited
  - c) Must summarize bylaws at first officer meeting to officers
- 2) Marketing and Advertisements
- a) Verify all published content for accuracy at least 1 day before desired publishing date
  - b) Assist and support the Vice President of Corporate Relations in researching, pursuing and obtaining sponsorship opportunities
- 3) Officer Relations and Management
- a) Responsible for scheduling the interviews for incoming directors with the corresponding incoming Vice President of each department
  - b) Responsible for ensuring all officers are informed, aware, and engaged in ABSA activities.
- 4) Events
- a)
  - b) Oversee banquet operations and ensure that the date, time, location, and budget are set in place at least one month prior to the banquet date
- (b) Vice President of Operations
- (i) Accountabilities
    - 1) Fulfill all presidential duties in the absence or incapacity of the President
    - 2) Liaison between the Board of Directors and the Asian Business Student Association
    - 3) Main point of contact and arbitrator for issues and/or disputes between active members, officers, and directors; significant issues must be raised to the Board of Directors for an appropriate resolution
    - 4) Manage the Operations Department and assign tasks to the Operations Director and the Administrative Director as necessary
  - (ii) Responsibilities
    - 1) Meetings
      - a) Reserve rooms for all meetings
      - b) Maintain an official membership report and attendance report of each officer meeting
      - c) Maintain and update the reward system for all membership participation within two weeks after the event
      - d) Ensure all necessary materials for all meetings and events are completed or provided (i.e. supplies, PowerPoint presentations, etc)
      - e) Ensure handbook is up to date
    - 2) Marketing and Advertisements
      - a) Verify all published content for accuracy at least two days before desired publishing date
    - 3) Officer Relations and Management
      - a) All information must be distributed to the President and officers in a timely and accurate fashion

- b) Support individual officers with their responsibilities in their absence or incapacity
- c) Maintain communication and transparency with the President in regards to the planning and execution of organizational operations
- 4) Events
  - a) Sole point of accountability for coordinating the end of the semester banquet with the other officers
- 5) Documentation
  - a) Maintain and update the A.B.S.A. database at the end of every semester, including current information regarding the founders, alumni, former and current officers, former and current directors, and current members
- (c) Vice President of Finance
  - (i) Accountabilities:
    - 1) Serve as the chief financial administrator for the Asian Business Student Association
    - 2) Hold ultimate accountability for the collection and distribution of all organization funds, including membership dues and other associated fees; tasked responsibility may be delegated to another officer
    - 3) Fulfill all Presidential duties as defined in ARTICLE IV: Section 4.02(a) in the absence or incapacity of the President and the Vice President of Operations
  - (ii) Responsibilities
    - 1) Officer Relations and Management
      - a) Provide reimbursement accordingly to policies set forth in Article XI, Section 11.04 for expenses directly attributable to the organization's operations within one week of receiving satisfactory documentation (i.e. receipt(s) to properly account for said remittance)
      - b) Initiate discussions as necessary with the Vice President of Operations to align cash flows with organizational operations requirements, including planning and funding of all A.B.S.A. membership offerings
    - 2) Events
      - a) Administer and oversee all fundraising operations for the organization and ensure proper accounting
      - b) Oversee and track budget for the end of semester banquet
    - 3) Documentation
      - a) Maintain accurate and current records regarding the financial state of the organization (including all monetary inflows and outflows related to operational and functional transactions)
      - b) Analyze existing organizational financials at the beginning of each semester and develop and track a semester budget plan, which is subject to President and Vice President of Operations approval
      - c) Provide budgets for all departments and their specific events and/or meetings at the beginning of the semester. Modifications to the budget throughout the semester are only allowed if they are approved by both the Vice President of Finance and the President.
      - d) Present an official financial report at each officer meeting for review and hold officers accountable for their variances

- e) Present official financial records to the Board of Directors at the end of the semester
- (d) Vice President of Corporate Relations
  - (i) Accountabilities
    - 1) Serve as the liaison between corporate sponsors and the Asian Business Student Association
    - 2) Actively engage and build relationships with current and potential corporate sponsors
    - 3) Serve as administrator of the A.B.S.A. Evite account
    - 4) Accountable for making sure corporate directors are managing their responsibilities.
  - (ii) Responsibilities
    - 1) Meetings
      - a) Oversee the scheduling and coordinating of all corporate meetings and presentations
      - b) Coordinate with Vice President of Operations to ensure reasonable cost and timely arrangements for food, refreshments, and condiments at all A.B.S.A. corporate meetings and presentations
      - c) Send Evites for professional meeting invitations to all A.B.S.A. members
    - 2) Marketing and Advertisements
      - a) Review corporate sponsorship package each semester. Any changes to package require approval from the Board of Directors before distribution and failure to comply is subject to consequences determined by the Board.
      - b) Actively promote the organization at the Bauer Career Fair by fostering new corporate relationships, greeting existing corporate representatives and seeking further opportunities for sponsorship (i.e. retrieving business cards and securing contact information where possible)
      - c) Contact all corporate leads from Bauer Career Fair for which contact information was received within one week of the event and promote the organization
      - d) Ensure the A.B.S.A. Linked In account is updated with the most current news feed and information
      - e) Ensure that all outgoing email correspondence is verified by the President for accuracy and professional content
      - f) Ensure website and newsletter submissions are reviewed by the President within five days prior to the desired publishing date
    - 3) Officer Relations and Management
      - a) Provide a master schedule for corporate meetings and presentations to the Vice President of Marketing in a timely manner
      - b) Coordinate directly with the Vice President of Finance for approval of all transactions conducted by the corporate relations administration
    - 4) Events
      - a) Schedule and execute workshops for A.B.S.A. members based on relevant skills to better prepare for the corporate world
      - b) Provide resume feedback, career guidance, and general assistance to members seeking help
      - c) Professional Meetings

- i) Two weeks prior to the scheduled presentation date, contact corporate representative to reconfirm their attendance and finalize food arrangements, presentation requirements, etc.
        - ii) One week prior to the scheduled presentation date, contact corporate representative to reconfirm their attendance, request the names and titles of the individuals scheduled to attend, and reconfirm final food and presentation requirements, offering rescheduling options as needed
        - iii) Send out "Thank You" correspondence to all corporate participants within one week after the presentation date and copy President on distribution
  - 5) Documentation
    - a) Present at each officer meeting the master presentation schedule and complete details of the current week's corporate presentation/meeting, including date, time, refreshment arrangements, total cost, number of presenters, and the names and titles of the individual presenter(s)
- (e) Vice President of Public Relations
- (i) Accountabilities
    - 1) Serve as the chief community outreach administrator for the Asian Business Student Association
    - 2) Serve as external relations liaison for prospective members
  - (ii) Responsibilities
    - 1) Meetings
      - a) Assist Vice President of Member Relations in organizing, planning, and executing organizational meetings
    - 2) Marketing and Advertising
      - a) Seek to establish and maintain relationships between A.B.S.A. and other student organizations on campus
      - b) Responsible for the recruitment of new members at the beginning of every semester
      - c) Update the Vice President of Operations about membership statistics before the fifth week into the semester (i.e. amount of new members recruited at the beginning of the semester)
      - d) Maintain and update the A.B.S.A. rush week bulletin board, presentation slides and any other related information intended to distribute to current and potential members (i.e. orientation packet)
      - e) Create and order flyers in coordination with the Vice President of Marketing, with the approval of the President prior to purchase and distribution
      - f) Organize, plan and execute two orientations with the approval of the Vice President of Operations and coordination of the Vice President of Marketing
    - 3) Officer Relations and Management
      - a) Coordinate with the Vice President of Operations to ensure reasonable cost and timely arrangements for food, refreshments, and condiments at all organizational member meetings and presentations
      - b) Coordinate with the Vice President of Finance for approval of all transactions conducted in the course of public relations and community service administrations
    - 4) Events

- a) Class presentations
  - i) Create and maintain the master schedule for the first two weeks at the beginning of every semester
  - ii) Coordinate with professors and instructors for the dates and times permitted to present to students
  - iii) Must have at least two presenters for every class and represent A.B.S.A. in the best possible light
- b) Create, update, and distribute a master member meetings and events schedule in coordination with the Vice President of Marketing
- c) Organize, plan, and implement three community service events per semester
- d) Present at each officer meeting the community service event details, including date, time, location, refreshment and food arrangements and total cost
- 5) Documentation
  - a) Create a calendar with other major Bauer organization events to ensure A.B.S.A. events do not excessively overlap
  - b) Maintain and update a spreadsheet with Bauer staff's contact information, including name, email, phone, position, and responsibility
  - c) Maintain and update a spreadsheet with community services booked, including contact information, member turnout and feedback
- (f) Vice President of Member Relations
  - (i) Accountabilities
    - 1) Serve as the ambassador to the members of the Asian Business Student Association
    - 2) Oversee the Asian Business Student Association Family Program and ensure that quality assistance is given to all members
  - (ii) Responsibilities
    - 1) Meetings
      - a) Coordinate with the Vice President of Operations to ensure reasonable cost and timely arrangements for food, refreshments and condiments at all organizational member meetings and presentations
    - 2) Marketing and Advertisements
      - a) Maintain communication with the Family Director for all informational media that is sent out to members of the mentorship program. All media must be approved by the President and Vice President of Operations.
    - 3) Officer Relations and Management
      - a) Coordinate with the Vice President of Finance for approval of all transactions conducted in the course of member relations administration
      - b) Coordinate with the Family Director to maintain and update the reward system related the A.B.S.A. Family Mentorship Program
    - 4) Events
      - a) Coordinate with the Social Director to organize, plan and execute at least one organizational social-related activity per month
      - b) Coordinate with the Vice President of Operations in regards to resources and scheduling
    - 5) Documentation

- a) Create surveys to acquire member feedback before the last month of every semester
  - b) Provide bi-weekly updates about the status of the A.B.S.A. Family Mentorship Program to the officers, including event details, attendance and any other information relating to the Member Relations Department
  - c) Maintain a database for mentors and mentees, including former members of the A.B.S.A. Family Mentorship Program. Distribute database to Board of Directors at the end of the semester, with statistics of new mentees and active participation in all events.
- (g) Vice President of Marketing
- (i) Accountabilities
    - 1) Serve as the chief information liaison for the Asian Business Student Association
    - 2) Administer information flows between A.B.S.A. officers, members, and any outside organizations required by the officers
    - 3) Serve as administrator for the A.B.S.A. Facebook Page and create all Facebook events
  - (ii) Responsibilities
    - 1) Marketing and Advertisements
      - a) A.B.S.A. newsletter
        - i) Prepare newsletter draft based on information contained in the master events schedule
        - ii) Email draft to the Vice President of Operations by Friday
        - iii) After initial review, email draft to the President by Saturday for review
        - iv) Distribute newsletter by the following Sunday
      - b) Oversee the transmission of all email distributions to A.B.S.A. members in a timely fashion through MailChimp account, including the weekly A.B.S.A. newsletter
      - c) Maintain all content on the A.B.S.A. website
      - d) Coordinate with the Vice President of Corporate Relations to continually ensure the Sponsor page on the website is current and in accordance with the purchased sponsorship packages
      - e) Develop and publish valid content proposals as directed by the Vice President of Operations or the President within three days of receipt
      - f) Ensure proposal, blurb, or informational news content to be posted on the A.B.S.A. website is delivered to the President a minimum of three days prior to the desired publishing date
      - g) Update all social media with all A.B.S.A. events, including Facebook and Twitter
    - 2) Officer Relations and Management
      - a) Create, update, and distribute a master events schedule in coordination with all of the officers
    - 3) Events
      - a) Assist the Vice President of Public Relations with Rush week and Orientation
      - b) Assist the Vice President of Corporate Relations with corporate functions and Career Fair events
      - c) Assist the Vice President of Member Relations with A.B.S.A. Family, socials and intramural sports



- d) Ensure that all events have appropriate physical informational media and documentation needed and of sufficient quantity and quality
- 4) Documentation
  - a) Responsible for the documentation of all events and maintenance of all photo records
  - b) Ensure A.B.S.A. information is current with Bauer records and represents the organization in the best possible light, including Bauer organizations website information, Power Point on the monitors under the AIM ticker, and any information to the public and alumni sent from Bauer

#### Section 4.03 Qualifications to Hold Office

- (a) President
  - (i) Good standing with the University of Houston
  - (ii) Student in C.T. Bauer College of Business
  - (iii) Active member of the Asian Business Student Association
  - (iv) Previous officer of the Asian Business Student Association
- (b) Vice President of Operations
  - (i) Good standing with the University of Houston
  - (ii) Student in C.T. Bauer College of Business
  - (iii) Active member of the Asian Business Student Association
  - (iv) Previous officer or director of the Asian Business Student Association
- (c) Other officer positions
  - (i) Good standing with the University of Houston
  - (ii) Active member of the Asian Business Student Association
  - (iii) Previous Director of the Asian Business Student Association. Exceptions require Board approval.
- (d) Director
  - (i) Good standing with the University of Houston
  - (ii) Active member of Asian Business Student Association

#### Section 4.04 Selection of Officers

- (a) The President, Vice President of Finance, Vice President of Corporate Relations, Vice President of Public Relations, Vice President of Member Relations, and Vice President of Marketing will be elected each semester.
- (b) The Vice President of Operations will be nominated by the outgoing President and elected by the Board of Directors. The Vice President of Operations is also subject to undergo an interview process, determined and facilitated by the Board of Directors.
- (c) Elections are held at the end of each Fall/Spring semester and shall take place at a regularly scheduled meeting of the organization with at least one week's notice.
- (d) One Board of Directors member and at least two founding members or other individuals not involved in the current semester's operations (current officers and directors) chosen by the Board of Directors will count the ballots at the end of the election.
- (e) Nominations for officers shall be made at the regular meeting immediately preceding the election. Members may nominate themselves for an office.
- (f) Officers shall be elected by majority vote. If no candidate receives a majority vote, a runoff election shall be held between the two candidates receiving the highest number of votes. In the event of a

tie, there shall be a revote. If the result of the revote is still a tie, the Board of Directors will decide based on a majority vote.

- (g) Votes shall be cast by secret ballot. When there is only one candidate for an office, a motion may be made to elect the candidate by acclamation.
- (h) The President, Vice President of Operations and Vice President of Finance may not hold office for the same position for more than one consecutive semester.
- (i) All other Vice Presidents may not hold office for the same position for more than two consecutive semesters.

#### Section 4.05 Removal of Officers

- (a) Officers may be removed from office for cause. To initiate a removal election, a petition signed by two-thirds of the officers must be submitted at an officer meeting and a recall vote shall be taken at the next officer meeting.
- (b) The officer subject to removal shall be given a written notice of the removal at least 72 hours prior to the meeting at which the removal vote will be held and shall be given an opportunity to provide a defense.
- (c) The Chairman of the Board must be notified and preside over the removal meeting.
- (d) A two-thirds vote from the current officers is required to remove an officer.

#### Section 4.06 Officer Vacancy

- (a) If the position of President becomes vacant as the result of resignation, ineligibility, or removal, the Vice President of Operations shall resume the office of the President.
- (b) Vacancies in any other elected office shall be filled by an election held at the officer meeting following the vacancy announcement. Nominations may only be made by the officers. The President may appoint an interim officer to fill the vacancy until the election is held.

#### Section 4.07 Directors

- (a) Duties
  - (i) All directors are required to attend at least 75% of all ABSA meetings and events and all events in their corresponding department, unless given permission for an excused absence by their corresponding Vice President. The corresponding Vice President is responsible for keeping track of their attendance. The consequences of not adhering to the minimum attendance requirement will be determined by the Board.
  - (ii) All directors are required to ensure their department is maintained within budget (determined per semester).
  - (iii) Address director vacancies\* For any vacant direction positions that may come up during the semester, a social committee can be set in place to delegate duties amongst other active directors. Alternatively, the President and VP can interview to fill role.
- (b) Administrative Director (Operations Department)
  - (i) Assist VP of Operations in maintaining the contact list of alumni, A.B.S.A. founders, and current officers and directors
  - (ii) Assist the VP of Operations with maintaining current members' participation points and contact information
  - (iii) Update member points twice a month and provide to the Vice President of Member Relations and Family Director for review
  - (iv) Collect dues and applications with the Accounting Director, in the event that the Vice President of Operations and/or Vice President of Finance are unavailable

- (v) Send all board of directors a “snap shot” of events monthly.
- (c) Operations Director (Operations Department)
  - (i) Assist the Vice President of Operations with planning and execution of all general member meetings and the end of semester banquet
  - (ii) Develop agenda and corresponding presentations for officer and member meetings for the Vice President of Operations
  - (iii) Update directors and officers bi-weekly with duties and events, as directed by the Vice President of Operations
  - (iv) Order and provide any necessary food, refreshments, condiments, supplies, and equipment necessary for all organization meetings and events
  - (v) Record minutes for all officer meetings and prepare a summary to distribute or share with the officers and membership as necessary
  - (vi) Distribute member T-shirt and maintain corresponding records
  - (vii) Maintain all physical inventory (assets of ABSA)
- (d) Accounting Director (Finance Department)
  - (i) Assist the Vice President of Finance and Fundraising Director with finance duties throughout the semester as needed
  - (ii) Assist Vice President of Finance with budgets for all events and meetings
  - (iii) Collect dues and applications with the Administrative Director, in the event that the Vice President of Operations and/or Vice President of Finance are unavailable
  - (iv) Maintain account balance and update the Vice President of Finance every week
  - (v) Keep track of reimbursements
  - (vi) Provide officers and directors with vouchers for reimbursement within 3 business days after an official request is made via e-mail and record the issuance of the voucher in a spreadsheet shared with the Vice President of Finance
  - (vii) Uphold all internal control policies in regards to the financial procedures and account balances.
- (e) Fundraising Director (Finance Department)
  - (i) Assist the Vice President of Finance and Accounting Director with finance duties throughout the semester as needed
  - (ii) Organize, plan, and execute all A.B.S.A. fundraising events, including bake sales
  - (iii) Present to the Vice President of Finance before each officer meeting about fundraising event details, including date, time, location, refreshment arrangements and total cost
  - (iv) Communicate with the Vice President of Marketing before every fundraising event to create a marketing plan
  - (v) Notify officers and directors of fundraising events at least three weeks in advance
  - (vi) Promote member involvement in fundraising events.
  - (vii) Collect donations for bake sales and other fundraising events
  - (viii) Create and maintain a spreadsheet to document donations for each fundraising event
  - (ix) Ensure all rules set forth by the Fire Marshall are followed at every bake sale
  - (x) File and maintain current food permit
- (f) Corporate Director (Corporate Relations Department) (Three total)

- (i) Assist the Vice President of Corporate Relations with organizing, planning, and execution of all corporate meetings and events, including the set-up and clean up, gathering a task force to help, and maintaining the budget for all food and refreshments
- (ii) Coordinate with the Vice President of Operations to ensure all corporate meetings have a room booked at the correct date and time, with necessary orders for food and refreshments
- (iii) Report to the Vice President of Corporate Relations with all status updates and related information for the corporate relations department
- (iv) Pursue sponsorship opportunities and obtain at least three new sponsors by the end of every semester
- (v) Obtain all necessary equipment and materials for corporate meetings and events, including the presentation, projector, microphone, etc.
- (vi) Create presentation(s) for all corporate meetings and events, with the approval of the Vice President of Corporate Relations
- (vii) Send "Thank You" emails or letters to corporate representatives who sponsor A.B.S.A. and/or present/attend corporate meetings and events
- (viii) Maintain record of contact information for all corporate representatives who present and attend meetings and events. Distribute information to members and encourage them to send follow up thank you emails.
- (ix) Report to the Vice President of Corporate Relations with all status updates and related information for the corporate relations department
- (x) Organize, plan, and execute at least one professional networking event involving alumni each semester; coordinate with the Vice President of Operations and Vice President of Corporate Relations in regards to scheduling and resources
- (xi) Research and maintain a spreadsheet of conferences, competitions, internship and job opportunities in relation to the business majors provided at C.T. Bauer College of Business; coordinate with the Vice President of Marketing to post on the A.B.S.A. website, with the approval of the Vice President of Corporate Relations and the Vice President of Operations
- (xii) Maintain a list of current active members who have received internships or jobs.
- (xiii) Organize, plan, and execute at least two workshops every semester to develop A.B.S.A. professionally and better prepare them for the corporate world
- (xiv) Build relationships with active members and assist with professional development (i.e. resume review, mock interviews, internship preparation, etc.)
- (g) Community Service Director (Public Relations Department)
  - (i) Organize, plan, and execute at least three community service events for A.B.S.A.. during the semester
  - (ii) Notify all officers and directors of community service events at least two weeks in advance
  - (iii) Assist the Recruiting Director with orientation, rush week, and class presentations
- (h) Recruiting Director (Public Relations Department)
  - (i) Oversee the Rush Week table
  - (ii) Create and oversee distribution of recruiting flyers during the first week of school in coordination with the Vice President of Marketing
  - (iii) Organize, plan, and execute class presentations with the Vice President of Public Relations for the first two weeks at the beginning of every semester; coordinate with professors for dates and times available and permitted, with approval from the Vice President of Public Relations

- (i) Family Director (Member Relations Department)
  - (i) Ensure all A.B.S.A. Family Mentorship Rules and Guidelines are upheld and all actions taken are to further the mission and purpose of the program
  - (ii) Organize, plan, and execute the A.B.S.A. Family Mentorship Program Mixer to allow new members to network with mentors and previous mentees to determine arrangement of the new families for the semester. The mixer must be held near the beginning of the semester and the mentors must be given a notice at least two weeks prior to the event.
  - (iii) Organize, plan, and execute the A.B.S.A. Family Field Day every semester
  - (iv) Coordinate with the Vice President of Member Relations to plan, organize and execute a individual family reunion before the Family Field Day social
  - (v) Coordinate with the Vice President of Member Relations to plan, organize and execute one family social per month (separate from the A.B.S.A. organizational social planned by the Social Director)
  - (vi) Collect and maintain all mentor applications every semester
  - (vii) Collect and maintain all Mentor/Mentee Guideline Agreement Forms
  - (viii) Update the mentor application and agreement forms if necessary
  - (ix) Coordinate with the Head of Household for every family to track mentor and mentee attendance and involvement, as well as plan family socials
  - (x) Maintain and update a record of all current and former mentors contact information
  - (xi) Recruit mentees and mentors every semester
  - (xii) Monitor activities for the four families: Calhoun, Cullen, Elgin and Scott via their email updates sent within the family and family Facebook pages
  - (xiii) Coordinate with the Vice President of Member Relations to maintain and update the family program's reward system to ensure all members in the program have updated points towards Family of the Semester (family with the highest points at the end of the semester)
- (j) Social Director (Member Relations Department)
  - (i) Assist the Family Director with all tasks as necessary
  - (ii) Assist the Family Director organize, plan, and execute A.B.S.A. Family Field Day
  - (iii) Organize, plan, and execute one social per month during the semester
  - (iv) Organize, plan, and execute one social following both of the orientations at the beginning of the semester
  - (v) Coordinate with the Vice President of Marketing to create and distribute flyers for the orientations and back to school socials
  - (vi) Notify all officers and directors of socials at least three weeks in advance, including date, time, location, total cost, and necessary assistance or equipment
- (k) Athletics Director (Member Relations Department)
  - (i) Assist the Family Director with all tasks necessary
  - (ii) Assist the Family Director to organize, plan, and implement A.B.S.A. Family Field Day
  - (iii) Coordinate intramural sports activities, with approval from Vice President of Member Relations
  - (iv) Maintain and update the master game schedule and coordinate with the Vice President of Marketing to post on the A.B.S.A. website and A.B.S.A. Newsletter, with the approval of the Vice President of Member Relations
  - (v) Keep track of registration deadlines and guidelines for intramural sports

- (vi) Prepare waivers and registration forms
- (vii) Recruit members/players for A.B.S.A.'s teams
- (viii) Appoint a team captain for every intramural sports team and related practice sessions as necessary
- (ix) Ensure the team captain attends the Team Captain Meeting held the first Monday of the beginning of each sport's season
- (x) Document attendance and participation and forward the list of victorious games and associated team players to the Vice President of Marketing for acknowledgement via A.B.S.A. Newsletter and website
- (l) Communications Director (Marketing Department)
  - (i) Create and distribute A.B.S.A. Newsletter every Sunday for the upcoming events at least two weeks in advance
  - (ii) Create and post Facebook events for upcoming organizational events
  - (iii) Obtain current event information from all officers for the Newsletter and website at least three days prior to the distribution
- (m) Media Director (Marketing Department)
  - (i) Document of all organizational meetings and events through photography
  - (ii) Update and maintain picture files of the current and former semesters
  - (iii) Maintain online photo gallery, to include coverage of all A.B.S.A. events
  - (iv) If the Historian is unavailable to attend an event, ensure a replacement photographer and obtain approval from the Vice President of Marketing prior to the event
  - (v) Upload pictures to Facebook and the A.B.S.A. website within a week after the event.
- (n) Webmaster (Marketing Department)
  - (i) Maintain A.B.S.A. website
  - (ii) Post events at least one week in advance on the website
  - (iii) Ensure links, shortcuts, and other buttons work on the website
  - (iv) Ensure all information posted is current
  - (v) Ensure sponsor logos are current and posted according to their sponsorship package status
  - (vi) Update all officer and director photos and related information before the first organizational meeting of the semester

#### Section 4.08 Selection of Directors

- (a) All director positions are filled through an application and formal interview process with the corresponding outgoing Vice President for that department and the incoming Vice President of Operations and President. Applications should be submitted after the election. All directors must be active members of Asian Business Student Association.
- (b) A director may not remain in the same position for more than two consecutive semesters.
- (c) The selection of directors should be completed before the end of semester banquet.
- (d) Upon the approval of the President and Vice President of Corporate Relations, there may be two Corporate Directors for that semester.

#### **Article V. THE A.B.S.A. FAMILY PROGRAM**

Section 5.01 The purpose of the Asian Business Student Association Family Mentorship Program is to cultivate leadership skills and philanthropy amongst its members, while providing guidance and support to ensure professional and academic success.

Section 5.02 Only the following names may be used in reference to the mentorship program:

- (a) Asian Business Student Association Family Mentorship Program
- (b) A.B.S.A. Family Mentorship Program
- (c) A.B.S.A. Family

#### Section 5.03 Structure

- (a) There are four families in the A.B.S.A. Family, and they are as follows:
  - (i) Calhoun
  - (ii) Cullen
  - (iii) Elgin
  - (iv) Scott.
- (b) Each family has a minimum of five mentors, one of which will be the Head of Household

#### Section 5.04 Mentor Selection, Qualifications and Guidelines

- (a) Selection Process for New Mentors:
  - (i) Interested family members should complete a Mentor Application Form a week prior to the current semester's Family Mixer.
  - (ii) The VP of Member Relations and the Family Director collects all applications and meets with the President and the VP of Operations to select the new mentors for the semester.
  - (iii) The VP of Operations must send a list of selected mentors and their applications to the Chairman of the Board before the date of the Family Mixer. The Board of Directors is required to review their selections and has the right to inquire about the ability of each candidate and overrule the officers' decision if a candidate should be deemed unfit for the role.
  - (iv) New mentors are announced during the semester's Family Mixer.
- (b) The Head of Household must be self-nominated and elected by each family's current mentors, based on the flexibility and availability of their work and/or school schedule. The Head of Household cannot hold the position for more than two consecutive semester.
- (c) Requirements
  - (i) Mentors can be alumni, seniors, juniors, or sophomores
  - (ii) Mentors must be a former member of their A.B.S.A. family
  - (iii) Mentors must be in good standing with the University
  - (iv) Mentors must sign the Mentor/Mentee Guidelines Agreement Form
- (d) Guidelines
  - (i) Mentors must be committed to the A.B.S.A. Family
  - (ii) Mentors are encouraged to assist mentees with professional and academic questions or concerns
  - (iii) Mentors should maintain a professional relationship with their mentees

#### Section 5.05 Mentee Qualifications and Guidelines

- (a) Mentees must be a former or current member of A.B.S.A.
- (b) Mentees are encouraged to be committed to the A.B.S.A. Family Mentorship Program in order to obtain a meaningful experience
- (c) Mentees are encouraged to approach their mentors with professional and academic questions or concerns
- (d) Mentees must maintain a professional relationship with their mentors
- (e) Mentees must sign the Mentor/Mentee Guidelines Agreement Form

#### Section 5.06 Head of Household

- (a) Maintain the Facebook page for the corresponding family

- (b) Update A.B.S.A. events for the mentees and mentors weekly
- (c) Encourage and keep track of mentor and mentee involvement
- (d) Report to the Family Director about mentor and mentee involvement bi-weekly
- (e) Coordinate with the other mentors to organize, plan and execute at least two family socials in the semester, with the approval of the Vice President of Member Relations and Family Director

#### Section 5.07 Rules

- (a) While deciphering the population of new members into families, aside from the members' individual family preferences, the Vice President of Member Relations and Family Director must consider the diversity and balance in each family based on the following factors: student classifications, genders, and majors. The number of members and mentees per family should also be balanced between the families. The factors listed are only used to maintain the diversity in each family to enhance the experience for mentees.
- (b) Mentees must be encouraged to attend and given notice (or a reminder) of A.B.S.A./A.B.S.A. family events at least five days prior to the events.
- (c) Mentors and mentees must complete formal applications in order to be accepted into the A.B.S.A. Family Mentorship Program.
- (d) New procedures and rules cannot be implemented without the formal approval from the Board of Directors with a unanimous vote.
- (e) If inappropriate behavior or misconduct is displayed by either a mentor or mentee, they can be subject to probation from A.B.S.A. Family events. Further consequences can be determined and must be agreed upon by the Vice President of Member Relations, Vice President of Operations, and President.
- (f) Mentors and mentees must be notified of any Family events planned by the Member Relations Department at least three weeks prior to the event.
- (g) For Family Field Day, the scorekeepers of the event must include one individual not involved in current operations along with the Family Director. Disputes about the score must be settled by the Vice President of Member Relations with the 4 Head of Households. Mentors must maintain professionalism and positive encouragement with the mentees and are responsible for negative disputes amongst mentees. The purpose of Family Field Day is to build and enhance unity and relationships within each family, not to develop negative competition amongst the families.

#### **Article VI. HONORARY MEMBERS**

Section 6.01 The organization shall have Honorary Members who do not meet the criteria as stated in ARTICLE VIII. The purpose of Honorary Members is to involve members of the community with the organization.

Section 6.02 Honorary Members shall have all membership privileges except the right to vote or hold office. Honorary membership is attained only through invitation by governing officers of the organization. Invitations for Honorary membership must have the approval of the President and the Chairman of the Board.

#### **Article VII. FACULTY ADVISOR**

Section 7.01 The Faculty Advisor selected by the organization serves as a liaison between A.B.S.A. and the University of Houston.

Section 7.02 When violations of the UH student handbook occur, the Faculty Advisory may call a mandatory officer meeting with the Board of Directors to resolve the issue. Officers are encouraged to present their case to the Faculty Advisor so that the Faculty Advisor may rectify the situation.



Section 7.03 In the event that the Faculty Advisor resigns, a new Faculty Advisor may be found through the assistance of the University of Houston's Campus Activities Department. The new Faculty Advisor must be approved by a two thirds vote by the current officers and two-thirds vote by the Board of Directors.

**Article VIII. MEMBERSHIP**

Section 8.01 Membership in the organization shall be open to those regularly enrolled University of Houston students who plain to attain an undergraduate or graduate degree, including the C.T. Bauer College of Business.

Section 8.02 Eligibility for membership or appointed or elected student officer positions may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability.

Section 8.03 In order for become an active member, the below requirements must be met by the Induction day (banquet) at the end of every semester. Meeting these requirements will qualify potential members to run for officer position or apply for a director position for the following semester.

- (a) Pay semester dues of \$40 at the beginning of the semester
- (b) Attend at least 4 professional events
- (c) Attend at least 1 general meeting
- (d) Donate at least 20 points worth of items for the bake sales
- (e) Participate in at least 1 bake sale shift
- (f) Attend at least 1 community service event
- (g) Attend at least 1 social event
- (h) Achieve a minimum of 200 points
- (i) Note: subject to change depending on circumstances with the current semester (e.g. COVID-19 Pandemic)

**Article IX. MEETINGS**

Section 9.01 Special meetings may be called by the Board of Directors, President, or majority of the officers. All officers and/or directors must be given a minimum of 24 hours notice prior to the meeting time.

Section 9.02 Transition meetings are required to be held three weeks after all officers and directors are chosen and before the semester ends. After the transition meeting, the incoming officers and directors should have the opportunity to shadow the outgoing officers and directors and receive guidance for the upcoming semester. The outgoing officers and directors must stay active and fulfill all of their responsibilities until the last day of the semester.

**Article X. EVENTS**

Section 10.01 Alcohol is prohibited from any A.B.S.A. professional meeting and family events. A.B.S.A. funds cannot be the source of purchasing alcohol. Minors will not be allowed to consume alcohol at any event.

**Article XI. FINANCES**

Section 11.01 Dues

- (a) Membership dues shall be \$40 per academic semester. The Vice President of Operations must notify the Chairman of the Board about the collection date each semester.

- (b) Dues shall be paid by the fourth week of each semester. There shall be a late fee of \$5. Dues cannot be paid after the fifth week of the semester. The Vice President of Finance is responsible for adhering to the late fee policy.
- (c) Members who have not paid their dues or special assessments by the due date shall be considered as not being in good standing and will lose all membership privileges.
- (d) Increase in membership dues must be approved by a unanimous vote from the Board of Directors.

#### Section 11.02 Audits

- (a) An audit of A.B.S.A.'s finances will be conducted by the Board of Directors twice a semester: one mid-semester and the second, within a month of the last day of the current semester. The Board of Directors will maintain all audit records and will determine the consequences of each audit. The Vice President of Finance will be responsible for any interruption of the audit procedures being performed.

#### Section 11.03 Balances

- (a) The current officers must maintain a balance of \$2,500 by the end of their semester. If the balance falls below the threshold, then the officers must provide justification to the Chairman of the Board. The Chairman of the Board will raise the issue and follow the established procedures to replenish the remaining deficit balance prior to the beginning of the following semester. The results of the final audit will determine the consequences. The President and the Vice President of Finance are responsible for budgeting and planning activities throughout the semester to maintain the balance of \$2,500 by the end of the semester, or as close as possible.

#### Section 11.04 Financial Reimbursement Procedures

- (a) To be granted reimbursement of expenses spent on A.B.S.A.'s behalf, the following procedures must be followed:
  - (i) Officer or director must request Reimbursement Request Voucher from the Accounting Director within one week of original transaction
  - (ii) If the individual is a director, he/she must request a signature from the department's officer confirming the transaction has been approved
  - (iii) Officer or director must print the form, fill in all applicable fields, attach receipts, and deliver the documents to the Vice President of Finance in person within two weeks of Reimbursement Request Voucher issuance
  - (iv) The Vice President of Finance must then fill out a check and request a signature of approval from the President
  - (v) The Vice President of Finance will then issue the check to the Officer or director requesting reimbursement within five business days and will forward the Reimbursement Request Voucher to the Accounting Director for recording purposes

#### Section 11.05 Budgets

- (a) A budget will be set in the beginning of every semester by the Vice President of Finance. The budget will be reviewed by the President, Vice President of Operations, and other Officers to ensure it is adequate based on the expenses foreseen.
- (b) All officers and directors must stay within budget when purchasing or paying for items on A.B.S.A.'s behalf. If the officer/director must go over budget due to unforeseen circumstances, the officer/director must contact the Vice President of Finance for approval (email, text messages and telephone calls are acceptable—in that order of preference). The Vice President of Finance will then send an email to the President acknowledging their approval and respond to the

officer/director with consent or disapproval. Failure to request approval may result in failure of reimbursement for the amount spent over the budget. If the Vice President of Finance does not respond promptly after a request of approval has been made, then the officer/director may contact the President directly and seek approval. The President must then notify the Vice President of Finance acknowledging their approval. An initial attempt to seek approval from the Vice President of Finance must be made prior to contacting the President.

#### Section 11.06 Valid Receipts

- (a) No exemptions will be made. All reimbursements will only be granted after the procedures mentioned above have been completed. If an officer or director does not have a valid receipt, he/she cannot be reimbursed.
- (b) Valid receipts and invoices include:
  - (i) Original Receipt
  - (ii) Original Invoice
  - (iii) Copy of Invoice with Invoice Number
- (c) The following will not be accepted as valid receipts and invoices:
  - (i) Original Bank Statement
  - (ii) Printout of Bank Statement
  - (iii) Copy of Receipt
  - (iv) Printout of Online Order (Invoices are Sent with Deliveries)

#### Section 11.07 Cash Procedures

- (a) When money is collected as revenue, it must be given to the Vice President of Finance every 2 days (minimum). All cash in-flow must be delivered to the Vice President of Finance and cannot be spent for expenses. Expenses must be paid by the officer/director in charge and a Reimbursement Request Voucher must be requested from the Vice President of Finance.
- (b) A more specific cash procedure memorandum and cash log will be provided to all officers/directors handling cash throughout the semester.
- (c) All Officers and Directors are held responsible for any cash shortages or overages.
- (d) Checks should be written by the Vice President of Finance and signed by the President for internal controls purposes. The balance of the bank account and the balance in the books must be maintained and updated by the Vice President of Finance. The President must approve the two balances throughout the semester. A signoff must be submitted by the President and Vice President of Finance to the Board of Directors stating that all financial reports are reasonable and accurate.

#### Section 11.08 Financial Obligations

- (a) The Vice President of Finance is responsible for ensuring that all financial obligations are paid in a timely manner (i.e. bills, maintenance fees, etc.).
- (b) The Board of Directors is responsible for all financial obligations that exceed the extent of the semester.

### **Article XII. AMENDMENTS**

Section 12.01 Proposed Amendments to the A.B.S.A. bylaws from the current officers must be presented to the Chairman of the Board in writing. The proposal must be held at least one meeting prior to the meeting where the amendment will be voted upon.

Section 12.02 Bylaw amendments require approval by two thirds of the Board of Directors. The amendment shall be effective immediately unless otherwise stipulated in the amendment.

Section 12.03 A copy of any amendment to these bylaws must be submitted to the Campus Activities office at University of Houston within two weeks after adoption.

**Article XIII. REQUIRED CLAUSES FOR ALL REGISTERED STUDENT ORGANIZATIONS**

Section 13.01 Non-Discrimination Clause

- (a) The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, veteran status, or disability.

Section 13.02 Anti-Hazing Clause

- (a) Hazing is strictly prohibited. The organization shall not participate in, be witness, or initiate any act(s) that intend(s) to cause physical, emotional, psychological, or mental harm or discomfort. The organization will not degrade, intimidate, or abuse any person, regardless of intent or consent from participant(s).

Section 13.03 Harassment Clause

- (a) ABSA considers unlawful harassment (including but not limited to harassment related to age, disability, gender reassignment, race, religion or belief, sex or sexual orientation and unwanted conduct of a sexual nature) within the organization to be unacceptable and will not be tolerated.
- (b) If a member feels that they have been subjected to harassment, they should raise the matter to the leadership team. Following the report, a comprehensive and thorough investigation will be conducted by a combination of the appropriate authorities deemed necessary by the Board of Directors. Any member or associate (officer/mentor/speaker/guest) of ABSA who is found to be the perpetrator of harassment will be liable to disciplinary action under the terms of the University of Houston. The individual(s) found person guilty will also be banned from attending any future events for the safety of our organization and its members.

**Article XIV. "ADOPTION"**

Section 14.01 The A.B.S.A. bylaws were adopted on the 28th of April 2013 by the following Founding Members:

*Kathy Bui*

*Ralph Dejala*

*Manuel Espinas*

*Vincent Gayao*

*Katherine Ho*

*Katherine Huynh*

*Norris Kwan*

*Chrissy Lu*

*Li Luong*

*Noel Manuel*

*Johnny Ng*

*Kelly Nguyen*

*Patrick Nguyen*

*Dave Panganiban*

*Robert Phu*

*Martin Quach*

*Hanson Ton*

*Xochitl Tran*

*Kimberly Truong*

*David Tu*

*Elizabeth Tu*

*Long Va*

*Dawson Wang*

**Effective Date of Most Recent Amendment: January 2021.**