

Hispanic Undergraduate Business Association (HUBA)

Constitution

ARTICLE I

Names, Objectives & Group Structure

Section I:

This organization shall be known as the Hispanic Undergraduate Business Association (HUBA).

Section II:

The objectives of this organization are:

- a) To provide unity among Latin American students studying economics, managerial science & engineering, and related fields at Stanford University
- b) To provide unity among financial professionals and accountants in the neighboring cities around Stanford University, and to provide a framework for internship, scholarship, and fellowship programs.
- c) To enhance their leadership skills and instill the qualities of integrity, credibility, and ethics, which are vital to the accounting and finance profession
- d) To provide the foundation of professionalism deemed necessary in order to facilitate the transition of members from students to professionals

Section III:

1. LBP is a nationwide organization that supports a professional network of Latinos in business. LBP holds a regional chapter in San José, which supports student chapters at several schools in the area, including: Santa Clara University, and San José State University. LBP-San José merely provides guidance for the student chapters. Student chapters are defined as groups of students who are interested in finance and accounting; these chapters are supported by the professional regional chapters in the creation of mentorship and internship opportunities.
2. For administrative purposes, HUBA will be considered a student chapter of LBP. In this way, HUBA will obtain both financial and professional support from LBP-San José, providing students mentors in the industry of business, and providing the resources to hold events such as workshops or forums.

ARTICLE II

Membership

Section I:

Eligibility for Membership:

- a) Membership in HUBA is only available to current Stanford undergraduates.
- b) Members must be willing to abide by the rules and regulations of this organization, as set forth in this constitution
- c) Members must share the same values of professional growth, relationship building, inclusiveness, integrity, service, and culture.

Section II:

Membership Status:

Active Members:

1. Membership in HUBA does not necessitate the payment of dues to LBP. While HUBA works with investment banks such as GoldmanSachs for mentorships and internships, to obtain a mentor from a finance firm such as Deloitte+Touche, the student must pay the membership fee as outlined in the national charter of LBP.
In obtaining a mentor from non-finance firms (ie. Investment banks), the student need not pay the fee as required for LBP status.
3. May be an affiliate student member of the Latino Bay Area Professionals(LBP) and must may the annual membership fee as set forth by the national board of LBP. This is optional and recommended.
4. Should a student not be able to pay the dues as required by the national board of LBP, they will be sponsored upon receipt of a letter requesting such assistance. While the letter need not include sensitive financial details, it is merely a formal request that must be considered in the drafting of our annual budget.

Section III:

Nondiscrimination:

*“To comply with the **Civil Rights Act of 1964** as amended, the HUBA will not discriminate in its membership as to race, color, age, handicap, sex, or national origin.”*

ARTICLE III **General Meeting**

Section I:

The Executive Board Committee:

- a) The Executive Board shall consist of the President, Co-President, Chief Financial Officer (CFO), Chief Information Officer (CIO), Chief Operations Officer (COO), and Chief Operations Officer (COO), and Chief Strategy Officer (CSO).
- b) The Executive Board shall meet regularly to plan the organization’s meeting agenda and for the purpose of assisting the President in the planning and fulfillment of a well-rounded, active organization program.
- c) The Executive Board meeting shall be open to all members. However, the President has the right to call special closed meetings as deemed appropriate.
- d) The President shall serve as chairperson of the Executive Board and shall report on any action recommended or taken by said committee.
- e) The President and Co-President each have the authority to call a Special Meeting of the Executive Board.

Section II:

Duties of the Executive Board:

- a) It shall be the duty of this board to plan the organization’s activities and establish in general its overall policies and goals.
- b) To oversee the operation of the chapter and to guide it in the accomplishment of its goals.
- c) The Executive Board will set the deadline for the acceptance of membership applications.

- d) The Executive Board shall interpret and enforce by-laws.

Section III:

Qualifications of Officers:

- a) Officers must be full-time undergraduate students of Stanford University.
- b) Officers must be members of the organization for at least one quarter.
- c) Officers must meet the active requirements as set forth by the executive board.

Section IV:

Responsibilities of the Executive Board:

a) The President

1. The President is the Chief Executive Officer and administrative hand of the organization and shall be held responsible for its efficient and inefficient operations.
2. The President will preside over the chapter meetings and such other organization affairs and activities, as appropriate.
3. The President must delegate responsibility and involve others and members of the organization. Also, the President shall instruct and periodically review with the other officers their duties and responsibilities.
4. The President should be constantly at the forefront of the organization's progress, development, standards, purpose, and responsibilities.
5. The President shall be responsible for the analysis of the organization's position, standing, and progress, definite or potential problems, as well as the establishment of new goals and priorities.
6. At the end of each quarter, the President shall hold a meeting in order to debrief and summarize the progress of HUBA, and to review its progress toward its vision.
7. The President has the authority to create new ad-hoc committee to serve to a specific purpose.
8. The President shall serve as liaison between LBP and other student organizations and the organization.
9. The President shall sit on the LBP San José Professional Board as the student representative.

b) Chief Financial Officer (CFO)

1. The CFO collects and preserves all moneys due, and disburses moneys as the organization needs and directs. Such collections and disbursements shall be consistent with the requirements of good business and fiscal procedure, organization policy and resources.
2. The CFO shall prepare a budget at the start of the quarter and present it to the Executive Board for approval and see its provisions are followed; consistently reviewing operations to insure that the organization operates within its means.
3. The CFO and President are authorized to sign checks. Events to be funded by the organization shall be subject to a majority vote of the officers.
4. It will be the duty of the CFO to call a special meeting where the Executive Board approves the itemized budget.

5. The CFO is responsible for communicating and insuring awareness of the organization's financial position to the members and preparing financial statements.
6. Should HUBA dissolve, funds will be redistributed to the Centro Chicano at Stanford University.

d) Corporate Relations Officer

1. Coordinate all plans to solicit corporate donations or speakers for HUBA.
2. Manage these efforts so that HUBA's requests to major corporations and local businesses are coordinated appropriately.
3. Corporate relationships including corporate sponsorship program, corporate philanthropic contributions, and corporate membership programs. He/she designs marketing approaches to involve businesses with HUBA ranging from attendance at events to sponsoring elements of a production.
4. Developing partnerships with strategic businesses and organizations to visibly position HUBA within the Stanford community.
5. Designing solicitation strategies and developing proposals for private foundations.

e) Chief Operations Officer:

1. Planning and execution of social and community functions.
2. Managing HUBA's events and activities
3. Preparing and presenting a report at the end of each quarter reviewing HUBA's operations and evaluating current projects
4. Coordinating projects and serving as liason between HUBA and the Hispanic Business Student Association at the Graduate School of Business.
5. Responsible for the proper management of all aspects of the club's activities so as to insure maximum membership satisfaction
6. Communicate with club members, committees, the Board of Directors as necessary to accomplish the goals and objectives of the club

f) Chief Information Officer:

1. Implementing information sessions along with the COO.
2. Organizing a Newsletter
3. In charge of the website (www.stanford.edu/group/huba)
4. Establish a strategic vision for the group which serves for the advancement of the group
5. Hold a major role in defining and driving the strategy for information management and technology
6. Continue the drive for efficient and effective information management and technology services

f) Chief Strategy Officer:

1. Planning and execution of professional development and informational workshops.
2. Preparing and presenting a report at the end of each quarter outlining the strategic goals for the upcoming quarter, and opening this to discussion and revision by the Executive Board.
3. In charge of corporate development and strategic planning, including, but not limited to, research and benchmarking analysis of other business groups nationwide.
4. Lead role in public relations and publicity of the group.

5. Design and implement member recruitment and retention strategies.
6. Assist CIO in defining and driving strategic vision for advancement of the group.

g) Faculty Advisor

1. The faculty advisor shall be responsible for assisting the members of HUBA in maintaining and creating contacts within appropriate industries.
2. While serving as a guide, the faculty advisor cannot implement his/her own agenda nor may vote in any election.
3. The faculty advisor holds as the primary responsibility, to offer insight into the world of finance, economics, business, and related fields.
4. The President shall choose the faculty advisor. However, the Association has the right to revoke the advisor's privileges and petition for a new advisor.

ARTICLE IV
Elections

Section I:

General Elections:

- a) All positions will be open for elections at the end of the Winter quarter.
- b) All positions shall be elected on a date during these months, which has been agreed upon by the Executive Board.
- c) If any discrepancies cause a failure to elect any positions, it will disqualify the election process. Elections may, however, be recessed until the following meeting.
- d) It shall be the responsibility of the current administration to make the necessary preparations to hold timely elections.
- e) All Executive Board members have the right to vote.
- f) The Faculty Advisor and a witness, as agreed upon by a majority of the membership, shall be responsible for counting the votes and determining the winner.
- g) Quorum for elections is defined as a majority portion of active membership.
- h) The Faculty Advisor who accepts and comprehends these election guidelines will chair elections.
- i) Members must meet the requirements for active membership as set forth by the executive board.
- j) Once the first candidate has completed his/her speech the individuals that are currently in the room will be the only ones allowed to vote for that position. Any members entering late will have to wait till the election for the next officer position.
- k) Each individual running for any position of the Executive Board will have 2.5 minutes to deliver their speech, followed by a 90 second question & answer session to be completed by the CIO and members of the organization.
- l) Only active members will be allowed to vote. Certain exceptions can be made with the discretion of the faculty advisor. Each member will receive one ballot and will vote anonymously. Ballots will be retained as property of the HUBA and will be held as record.
- m) In the event that elections end in a tie, the members who are tied will have a minute to speak again and elections will take place at the following meeting.

- n) Members are listed alphabetically by last name on the ballots. There will be a write-in portion on the ballots for new candidates.

Section II:

Nomination of Officers:

- a) The nominations and acceptances for Executive Board positions shall take place in one meeting. The elections for Executive Board positions shall take place at the following meeting.
- b) Candidates shall be allowed to speak on their own behalf on Election Day with a time limit of 2.5 minutes.
- c) When a candidate cannot be present and is running for a position, the absent candidate is deemed ineligible for election; certain exceptions can be made.
- d) The Executive Board members shall not nominate any candidates.

ARTICLE VII

Impeachment and Resignations

Section I:

- a) Any active member of HUBA can propose impeachment. However, in order to impeach an officer, a majority vote of the executive board is required.
- b) If a member of the executive board proposes impeachment a special closed meeting will take place among the executive board only to determine if impeachment is necessary.
- c) The President shall chair this meeting. If the president is being impeached an official designated by the board and the faculty advisor will chair the meeting. The president will voice the concerns to the impeached officer. The impeached officer will then have the opportunity to state their case. If the executive board feels that the case is viable, impeachment may be overturned, so long as the majority agrees. However, if the majority wishes to proceed with impeachment the impeached officer will have two options. They can either resign and no public knowledge will be made regarding the impeachment or they can appeal to the active membership of HUBA.
- d) In the case of an appeal to the general membership of HUBA, the officer being impeached shall be granted 90 seconds to speak on his/her behalf. A majority vote among active members must be obtained in order to impeach an officer.
- e) If a position becomes available because of an impeachment or resignation, the following process will be taken:
 - 1. If the Office of the President is vacated, the Co-President will assume the duties of the President.
 - 2. The Executive Board will work together to assume the duties of any vacancy that would arise. The Executive Board does not lose or gain titles should such a situation arise.
 - 3. If more than one position should become vacant then the Executive Board may appoint someone or hold general elections to fill the vacant positions.

ARTICLE VII
Amendments

Section I

- a) Any active member of HUBA may propose an amendment. Amendments shall be made when a majority of the voting group agrees with the motion. The quorum requirement here is 2/3rds of the total active membership.
- b) Discussion of amendments is limited to ten minutes of debate.

Signed,
The Inaugural members of HUBA