**Asian Business Students Association Constitution**

*Article I*: *Name, Purpose, and Non-Discrimination Policy of Organization*

Section 1: Name:

Asian Business Student Association (ABSA)

Section 2: Purpose:

 The Asian Business Student Association was established to provide its members and other students in the College of Business and the University with opportunities to learn, discuss and interact about different issues affecting the business environment in countries around the world. In addition, ABSA strives to provide members with professional development, community awareness, leadership and team building training, ABSA also provides students with opportunities to take initiative and work with each other and various student organizations to strengthen the awareness and importance of Asian and Asian Pacific American affairs.

 These goals are accomplished through interaction with professionals, deans, faculty, other student organizations, and the career services office.

Section 3: Non-Discriminatory Policy of Organization:

This organization and its members shall not discriminate against any individual(s) for any reason of race, color, creed, religion, sexual orientation, national origin, sex, age, handicap, or Vietnam–era veteran status.

*Article II- Membership: Qualifications and categories of membership*

Registered members shall be limited to only current Ohio State students. Registered members are those who have paid dues to the organization, which allows voting rights in executive elections. Others such as faculty, alumni, professionals etc are encouraged to become members and attend meetings, but are limited to non-voting or non-registered membership.

*Article III-Organizational Leadership: Titles, terms of office, type of selection*, *and duties of the leaders*

The executive board of ABSA shall consist of President, Vice President,1-2 Marketing Director(s), Secretary, Treasurer, Communications Director 1-2, and Event Director 1-2 with the number of executive not exceed 10. There may also be assistant or committee positions available to new members to become involved in the organization. If there are circumstances which limit the number of executives, ABSA will be run with fewer number of executive positions which must include a President, Treasurer, and Communications Director.

 All executives will serve a term of one year beginning Summer Semester of election year until the end of Spring Semester the following year. All new executives, other than the President and Vice President, will be selected by the current presiding executive board. All prospective executives must be registered members to run any positions. The election process includes an application by interested candidates, selection of these candidates, then an interview process by the current executive board, consisting of 3 members that must include either the President or Vice President. The President and Vice President will be elected by the body of registered members and overseen by the current executive board. The President position includes a provision that any candidate for president must be a member of the current executive board, barring circumstances where no current executives choose to run for the President position. Candidates for both President and Vice President must present a speech to the members, and the registered members will have the power to vote for their candidate. The voting will be done via e-mail after all candidates have presented their speeches.

 The roles of the executive board can be more defined by each successive President; however, general guidelines will apply.

1. **President** will be the figurehead of the organization and shall call to order general body meetings, as well as executive meetings. The President will attend any necessary meetings as outlined by the requirements of the University or needs by the organization. The President will oversee the duties of the other executives. Will be in charge of student organization day to day operations including but not limited to maintaining student organization status and attending monthly Council of Presidents Meetings. Will set clear tangible goals for the organization to reach and help facilitate difficulties that might arise. Will be in charge of the annual HBS trip that ABSA takes to Boston.
2. **Vice President** Will be in charge of finding company recruiters to come in and speak. Will communicate professionally with each and every recruiter to confirm meeting day and food sponsorship. Will be in charge of running meetings when president is unavailable. Will be directly in charge of Marketing Director, Event Director, and Communications Director. Will on occasion be asked to attend monthly Council of Presidents meetings with President to represent ABSA and vote on funding.
3. **Treasurer** Will be in charge of ABSA finances, fundraising, applying for funding, and etc. Finances will include membership dues and making sure ABSA is property reimbursed during partnership events. Will apply for funding with appropriate timing and work with Marketing, Event, and Communications Directors for projects. Will on occasion be asked to attend monthly Council of Presidents meetings with President to represent ABSA and vote on funding.
4. **Secretary** Will be in charge of membership, weekly emails, forms, and room bookings. Will work to try and increase membership through various means. Will work with Marketing Director and Event Director to do this. Will on occasion be asked to attend monthly Council of Presidents meetings with President to represent ABSA and vote on funding.
5. **Marketing Director** Will be in charge of contacting This Week In Schoenbaum (TWIS) and getting ABSA’s name out there. Will be in charge of ABSA’s social media accounts and taking pictures at events. Will work with Event Director closely to make sure 2 social events a semester are well advertised and work to try and up general member engagement. Will on occasion be asked to attend monthly Council of Presidents meetings with President to represent ABSA and vote on funding.
6. **Event Director** Will be in charge of ABSA social events. (At least 2 per semester) Will plan and organize the end of semester banquets logistically and operationally and work closely with the Treasurer to get funding. Will work with the marketing director to get events planned. Will on occasion be asked to attend monthly Council of Presidents meetings with President to represent ABSA and vote on funding.
7. **Communications Director** Will coordinate with Event Director and Vice President in weekly meeting agenda. Will act as a liaison for the ABSA organization in communication with other student organizations for partnerships and collaborations. Will work closely with the Vice President on finding company recruiters for events and spearheading student or faculty panel events. Will be CC’d on emails regarding meetings and make sure ABSA calendars and promotions are properly marked. Will on occasion be asked to attend monthly Council of Presidents meetings with President to represent ABSA and vote on funding.

*Article IV – Method of Selecting and/or Removing Officers and Members*

General members and elected or appointed leaders should be expected to meet certain standards and conduct themselves in a way that reflects well on the organization.

1. Active participation/involvement in the organization
2. Volunteer at ABSA’s cultural and social events
3. Take the initiative to suggest ideas to better the organization
4. Strive to make ABSA develop and grow
5. Network and build friendships with ABSA’s executive board and other members

In the event that a member or leader does not meet those expectations, ABSA has procedures in place for objectively considering the member’s or leader’s probationary membership status or removal from the organization. ABSA’s non-discrimination policy must be held true throughout the entire process.

1. A meeting will be held by ABSA’s executive board to discuss the status of the member or leader. If it is a member of the executive board, the meeting must take place without him/her.
2. At least 5 members need to be present at the meeting. If there are not enough members of the executive board present, an active ABSA member(s) must be elected. In a situation where the President is being considered the probationary or removal status, the member of the executive board with the next highest seniority will elect the ABSA member(s) as needed to be present in the meeting.
3. After discussing the issues revolving around the member or leader, another meeting should be held to include the member or leader. The President or the leader with the next highest seniority must discuss the problems that have risen with the member or leader. He/she is given a warning.
4. If the member or leader continues to not meet expectations set by ABSA, a third meeting will take place where the members (a minimum of 5- member of executive board and other members if needed) will vote on suspending the member’s or leader’s membership status or removing him/her from the organization, depending on how severe the outcomes have resulted. In a situation where the vote is tie, the President or the member of the executive board with the highest seniority will become the majority of the vote.
5. The advisor must be aware in conducting this entire review and process. The advisor is permitted to make suggestions and become part of the decision process.

*Article V – Advisor(s) or Advisor Board: Qualification Criteria*

Advisors of ABSA must be full-time members of the University faculty or Administrative & Professional Staff. The responsibility of the advisor is to locate resources for the organization and provide advice should the organization need it. The advisor will be a key contact and liaison with University officials.

*Article VI – Meetings of the Organization: Required meetings and their frequency*

Registered members must attend 5 meetings per quarter to keep their status. Meetings will be held on Monday evenings.