**Honors Business Association By-Laws**

**By-Law I. Duties of the Executive Board**

Section 1. President

The President shall:

1. Serve as the presiding officer at all official HBA meetings and events

2. Act as the official liaison between HBA and the Business Honors Program, the McCombs School of Business, and The University of Texas at Austin

3. Plan and facilitate Executive Board meetings

4. Organize an Executive Board retreat each semester

5. Serve as or appoint the HBA representative on the BHP Steering Committee

6. Organize and manage an HBA Buddy Program

7. Organize and manage the committee application and selection process

8. See that the organization is operated in conformity with the Constitution and By-Laws

9. Facilitate spring officer elections and Executive Board transitions

10. Orient the President-elect to the duties of the office

Section 2. Executive Vice President

The Executive Vice President shall:

1. Act as the President in the event that the President is unable to attend a function or temporarily unable to perform the required duties of the office

2. Take or assign the responsibility of attendance at all HBA events

3. Record all member and committee points

4. Record Executive Meeting minutes

5. Organize the general meeting slide show

6. Create and distribute agendas at Executive Meetings

7. Oversee all HBA alumni events

8. Orient the Executive Vice President-elect to the duties of the office

Section 3. Corporate Relations Vice President

The Corporate Relations Vice President shall:

1. Act as the liaison between HBA and all corporate contacts

2. Organize and manage all corporate events including, but not limited to, Company Dinner, and company information sessions

3. Coordinate corporate sponsorship for the Honors Business Association

4. Orient the Corporate Vice President-elect to the duties of the office

Section 4. Academics Vice President

The Academics Vice President shall:

1. Ensure a positive relationship between BHP students, faculty, and staff

2. Organize and manage all academic and faculty events, including but not limited to, Faculty Spotlight and Dining with a Professor (DWAP)

3. Orient the Academics Vice President-elect to the duties of the office

Section 5. Social Vice President

The Social Vice President shall:

1. Promote membership within HBA through social events

2. Coordinate the House system

3. Organize and manage all social events including, but not limited to, Boat Party, Formals

4. Orient the Social Vice President-elect to the duties of the office

Section 6. External Affairs Vice President

The External Affairs Vice President shall:

1. Shall manage affairs external to HBA

2. Serve as, or appoint, the HBA Undergraduate Business Board Organization Representative

3. Organize and manage all philanthropy events

4. Orient the External Affairs Vice President-elect to the duties of the office

Section 7 Communications Vice President

The Communications Vice President shall:

1. Ensure HBA members are informed about HBA events and programs

2. Maintain and update the website

3. Create and distribute event publicity

4. Create and send the weekly email

5. Keep photo records of events and create the annual scrapbook

6. Orient the Communications Vice President-elect to the duties of the office

Section 8 Financial Vice President

The Financial Vice President shall:

1. Ensure the financial stability of HBA

2. Manage bank accounts

3. Set and manage budgets for all events

4. Manage financial paperwork

5. Order food for general meetings

6. Order t-shirts

7. Coordinate the Company Field Trip

8. Orient the Financial Vice President-elect to the duties of the office

**By-Law II. Election of the Executive Board**

Section 1 Requirements

1. All members of the Executive Board must currently be enrolled in the Business Honors Program

2. All members of the Executive Board must be in good academic standing with the Business Honors Program

3. All members of the Executive Board must be able to serve a full two-semester term in office

4. The current Executive Board shall have the power to create and enforce a points requirement for candidates running for office

5. The current Executive Board shall have the power to create and enforce a points requirement for General Member voting at the election meeting

Section 2 Procedures

1. Elections shall be held at the second to last general meeting of the spring semester

2. Candidates shall be required to submit an application one week prior to elections with the written approval of the BHP Staff Director as to indicate good academic standing

3. Candidate applications shall be publicly posted on the HBA website prior to elections

4. Candidates shall only be allowed to run for one position with the exception of the President

5. Presidential candidates shall be allowed to run for one additional position if not elected to President

6. Presidential candidates shall be allowed to give a five minute speech

7. All other candidates shall be allowed to give a two minute speech

8. Voting shall be done by secret ballot

9. All General Members present at the elections meeting and meeting any established point minimum shall have one vote for each position

10. Ballots shall be counted by three Election Officials, including the current President if he or she is not running for office, and the remaining slots appointed by any current Executive Member that is not running for office

11. Election Officials may not run for any position or vote in the current election

12. The candidate with a simple majority of votes shall be elected

13. In the case there is no simple majority for an elected office, a run-off election shall take place during the election meeting between the two candidates with the highest number of votes from the initial ballot

14. There shall be no campaigning for any elected position

**By-Law III Officer Succession**

Section 1 Vacancy

1.           In the event the office of President becomes vacant, the Executive Vice President shall assume the role of President until the next scheduled regular election

2.           If any other office becomes vacant, a special election shall be held at the next General Meeting within two weeks of vacancy. This special election shall follow the procedures of a regularly-scheduled general election as outlined in By-Law II, albeit only for the vacant position

3. In the event that a vacancy occurs during the summer, the Executive Board has the power to appoint a replacement by a three-fourths vote for the rest of the summer and academic year. The appointment will be based off the executive application that candidates must fill out. All requirements for becoming an Executive Board member remain the same in terms of point requirements, academic requirements, and commitment.

4.  If a General Meeting is not held within two weeks of the vacancy and the vacancy does not occur during the summer, the Executive Board has the power to appoint an interim replacement by a three-fourths vote of the Executive Board. This interim position shall be held until a special election or a regularly-scheduled general election, whichever is first, is scheduled.

Section 2 Impeachment

1. Any member of the Executive Board can be impeached for:

i. Failure to perform assigned duties properly and in good faith

ii. Not representing the best interests of the HBA

iii. Behavior adversely affecting the standing of the organization

2. A call for impeachment must be issued in writing at an Executive Board Meeting by a current Executive Board member

Section 3 Removal

1. Any impeached officer can be removed from office by a two-thirds vote of the Executive Board

2. The General Members attending the next General Meeting must ratify the Executive Board’s impeachment decision

3. The impeached officer may not vote on this decision