

**Associated Business Students of the  
College of Business Administration  
San Diego State University  
Bylaws**

**FOREWORD**

The Associated Business Student Council is the student governing body of the San Diego State University College of Business Administration.

The Associated Business Student Council is funded by the Associated Students of San Diego State University, a university-wide students association. The elected officers consist of the President, Executive Vice President, Chief Operations Officer, Chief Financial Officer, Chief Information Officer, Vice President of Marketing, Vice President Funding, Vice President Corporate Relations, and Secretary. The A.B.S.C. Club/Organization Representatives and the A.S. Representatives are elected or appointed from the organizations represented in the A.B.S.C.

**PREAMBLE**

We, the Business Students of San Diego State University, College of Business Administration, in order to establish representative government, promote business careers to all University students, facilitate participation in community service events and improve the educational experience of the students of San Diego State University, do hereby ordain and establish these Bylaws.

**ARTICLE I - NAME AND COLORS**

- Section 1. The name of this organization shall be the Associated Business Student Council\* of the College of Business Administration, San Diego State University. (\*Hereinafter called ABSC).
- Section 2. The official colors of this organization shall be Scarlet and Black.

**ARTICLE II - LAWS**

- Section 1. The laws of the ABSC shall consist of the bylaws of the Associated Students at San Diego State University, the policies, rules, and regulations of San Diego State University, and these Bylaws.
- Section 2. These Bylaws may be amended by a two-thirds vote of the Voting Membership in good standing, after first making a motion for any

proposed amendment and then allowing that motion to lie on the table for at least one (1) meeting before a final vote is taken.

Section 3. These bylaws may also be amended by a vote of two thirds (2/3) approving vote of two thirds (2/3) of the eligible voters of the Associated Business Students at a regular or special election; such election being called either by the President of the A.S. or on demand of a petition signed by ten percent (10%) of the total membership in good standing of the association.

Section 4. All meetings of ABSC shall be conducted according to parliamentary laws set forth in the latest edition of Robert's Rules of Order Revised.

### **ARTICLE III - MEMBERSHIP**

Section 1. Regular members of ABSC shall be those persons who are declared majors within the College of Business Administration, San Diego State University and paying regular Associated Student fees.

Section 2. Each member of ABSC shall be entitled to one (1) vote in any General, Referendum, or Special Election held by ABSC.

Section 3. The Voting Members of ABSC shall be President, Executive Vice President, Chief Operations Officer, Chief Financial Officer, Chief Information Officer, Vice President of Marketing, Vice President Funding, Vice President Corporate Relations, and Secretary, designated representatives from organizations classified under the College of Business Administration and recognized by the ABSC, and representatives for the College of Business to the Associated Students Council.

Section 4. Student Organizations shall be granted Voting Membership (1 voting seat) if they are recognized as an on-campus organization within the College of Business by the Associated Students and by a two-thirds (2/3) vote of the ABSC. Organizations must have a representative attend all meetings of the ABSC and pay regular dues.

### **ARTICLE IV - VOTING**

Section 1. A majority of the Voting Members in good standing shall constitute a quorum for the conduct of business at any such meeting of the ABSC.

Section 2. With a two-thirds (2/3) vote of all ABSC voting members in good standing, Executive Board members may be excluded from a vote. This request must

take the form of a motion, and will include discussion, before a vote is taken.

## **ARTICLE V - ELIGIBILITY**

- Section 1. In addition to the membership requirements, a student must meet the following additional requirements to be eligible for an elected or appointed office in the ABSC:
- 1) The student elected or appointed to a voting position in the ABSC must have at least a 2.00 G.P.A.
  - 2) The student must maintain that average throughout his or her tenure in ABSC.

## **ARTICLE VI - GOVERNMENT**

- Section 1. ABSC, San Diego State University, have the right to self-governance as deemed by the Associated Students, San Diego State University.
- Section 2. The authority of ABSC shall be vested in Associated Business Students Executive Officers, which consist of the President, Executive Vice President, Chief Operations Officer, Chief Financial Officer, Chief Information Officer, Vice President of Marketing, Vice President Funding, Vice President Corporate Relations, and Secretary and in the ABSC.
- Section 3. ABSC shall not adopt any policy, which abolishes the freedom of speech, assembly, press, religion, or any basic rights of individuals; nor shall it violate the policies set forth by the University Affirmative Action Document or the Associated Student Bylaws.

## **ARTICLE VII - OFFICERS**

- Section 1a. The Executive Officers of ABSC shall be the President, Executive Vice President, Chief Operations Officer, Chief Financial Officer, Chief Information Officer, Vice President of Marketing, Vice President Funding, Vice President Corporate Relations, and Secretary; shall be elected by eligible students of the College of Business as provided by the AS Elections code; and shall serve a term of 1(one ) academic year.
- 1) Any vacancy in any office of ABSC shall be fulfilled by a special election of appointments approved by ABSC. Such a replacement shall serve until the next general election.

Section 2. **President (Chief Executive Officer).**

- 1) The President shall be the executive head of the Associated Business Student Council and shall preside over its meetings and shall have the power to call special meetings when considered necessary.
- 2) The President shall enforce strict observance of the laws and policies of the Associated Business Student Council, shall decide points of order, shall have power to appoint any officers or committees not provided for by the bylaws of the ABSC, and shall have authority to preside over any committee of the ABSC.
- 3) The President shall not be entitled to vote within the ABSC except: a) in the election of the ABSC Officers; b) in the election of council seats; c) during endorsements; and d) in the event of a tie vote. The President may appoint parliamentarian and a representative for the Undergraduate Committee of the College of Business. The President shall represent and act on behalf of the ABSC at any applicable event.
- 4) The President shall be empowered to make all decisions concerning the day-to-day operations of the ABSC.
- 5) The President shall submit a final report at the end of each semester outlining their goals, accomplishments, suggestions for improvement for the next semester and include these in the Executive Officer handbook. These reports shall be reviewed during the transition period with the newly elected President.
- 6) The Executive Vice President shall succeed to those powers and duties in the absence or disability of the President and in the event of a permanent vacancy, the Executive Vice President shall function as President until an election can be held. The order of succession thereafter shall be Chief Operations Officer, Chief Financial Officer, Chief Information Officer, Vice President Marketing, Vice President Funding, Vice President Corporate Relations, then Secretary.

Section 3. **Executive Vice President**

- 1) The Executive Vice President shall assist the President in the performance of the President's duties; attend all meetings of the ABSC and the Executive Board. The Executive Vice President shall be responsible for events and activities to promote the interests and further the development of the Voting Members and Organizations represented by the ABSC. These may include Club Days, the Pool Tournament, the BONZAI Volleyball Tournament, and the Holiday Awards Banquet.
- 2) The Executive Vice President shall be responsible for the evaluations of the organizations within the ABSC to determine performance, recognition and

awards for the ABSC. Guidelines for these evaluations shall be presented to the ABSC not later than the third meeting of the Academic year.

- 3) The Executive Vice President shall provide a calendar with responsibilities and deadlines set forth by the Executive Committee; shall be responsible for providing updates to the ABSC Council as to the short and long-term goals of the ABSC.
- 4) The Executive Vice President shall maintain a current file of all relevant Constitutions, board charters, and documents of the ABSC.
- 5) The Executive Vice President shall submit a final report at the end of each semester outlining their goals, accomplishments, suggestions for improvement for the next semester, and include these in the Executive Officer Handbook. These reports shall be reviewed during the transition period with the newly elected Executive Vice President.

#### Section 4. **The Vice President of Operations (Chief Operations Officer)**

- 1) The Vice President of Operations shall assist the President in the performance of the President's duties; attend all meetings of the ABSC and the Executive Board. The Vice President Operations shall be responsible for events and activities to promote the interests and further the development of the students within the College of Business represented by the ABSC. These may include the Faculty Wine and Cheese, the Graduation Banquet, and coordinating the marshals for the Graduation Ceremony, .
- 2) The Vice President of Operations sit on the Undergraduate Committee of the College of Business unless otherwise appointed by the President.
- 3) The Vice President of Operations shall appoint the elections coordinator and oversee all functions of ABSC elections.
- 4) The Vice President of Operations shall act as liaison to the Undergraduate Committee, the College of Business, and the Student Affairs Office; and shall coordinate with the Associated Student Representatives regarding the interests and policies of the ABSC and the Associated Students.
- 5) The Vice President Operations shall submit a final report at the end of each semester outlining their goals, accomplishments, suggestions for improvement for the next semester and include these in the Executive Officer handbook. These reports shall be reviewed during the transition period with the newly elected Vice President Operations.

#### Section 5. **Vice President Finance (Chief Financial Officer)**

- 1) The Vice President of Finance shall assist the President in the performance of the President's duties; attend all meetings of the ABSC and the Executive Board.

- 2) The Vice President of Finance shall be the chairperson of the ABSC Finance Committee and shall have the responsibility of overseeing fiscal activities of the ABSC.
- 3) The Vice President of Finance shall be responsible for coordinating and communicating Financial Policies of the ABSC to the organizations of the ABSC; shall coordinate with the Associated Students to hold a review of Financial Policies and Reimbursement Procedures of the Associated Students; shall coordinate with the University regarding the distribution of IRA funds.
- 4) The Vice President of Finance shall keep an accurate account of all funds received and expended, and shall make expenditures only upon written authorization of the President of the ABSC. The Vice President Finance shall be the custodian of all financial books of account of the ABSC, which shall at all times be open to inspection and examination by the ABSC Council or such individuals, committees, or task forces as it may appoint; shall deposit all funds in the name of and to the credit of the ABSC; and shall prepare a budget covering *all expected income and* all necessary expenditures of the ABSC for the academic year at the beginning of the year.
- 5) The Vice President of Finance shall be responsible for the collection of dues, fines and deposits from its voting organizations and the collecting all receivables due to the ABSC.
- 6) The Vice President of Finance must relinquish all financial papers and supporting documents to the incoming VP of Finance at the end of his or her term.
- 7) The Vice President of Finance shall submit a final report at the end of each semester outlining their goals, accomplishments, suggestions for improvement for the next semester and include these in the Executive Officer handbook. These reports shall be reviewed during the transition period with the newly elected Vice President Finance.

**Section 6. The Chief Information Officer**

- 1) The Chief Information Officer shall assist the President in the performance of the President's duties; attend all meetings of the ABSC and the Executive Board.
- 2) The Chief Information Officer will be responsible for the successful operation and maintenance of the ABSC office, including all communication equipment and computer systems.
- 3) The Chief Information Officer shall oversee the ABSC Office Staff.
- 4) The Chief Information Officer shall be responsible for the upkeep and update of all computer equipment; and shall appoint a webmaster.

- 5) The Chief Information Officer shall submit a final report at the end of each semester outlining their goals, accomplishments, suggestions for improvement for the next semester and include these in the Executive Officer handbook. These reports shall be reviewed during the transition period with the newly elected Chief Information Officer.

**Section 7. Vice President Marketing**

- 1) The Vice President Marketing shall assist the President in the performance of the President's duties; attend all meetings of the ABSC and the Executive Board.
- 2) The Vice President of Marketing shall be responsible for the operation of Internal and External publications, all ABSC publicity, maintaining the all ABSC bulletin boards, maintaining and distributing the Organization Handbooks, and maintaining the ABSC Organizational Booklet.
- 3) The Vice President Marketing shall be responsible for coordinating content with the webmaster on the ABSC website.
- 4) The Vice President Marketing shall submit a final report at the end of each semester outlining their goals, accomplishments, suggestions for improvement for the next semester and include these in the Executive Officer handbook. These reports shall be reviewed during the transition period with the newly elected Vice President Marketing

**Section 8 Vice President Funding**

- 1) The Vice President Funding shall assist the President in the performance of the President's duties; attend all meetings of the ABSC and the Executive Board.
- 2) The Vice President Funding shall be responsible for all fundraising activities and events for the ABSC. These may include EZ Books and the Backpack Check and donations for Corporate Sponsors.
- 3) The Vice President Funding shall be responsible for coordinating with the Development Office for the College of Business.
- 4) The Vice President Funding shall submit a final report at the end of each semester outlining their goals, accomplishments, suggestions for improvement for the next semester and include these in the Executive Officer handbook. These reports shall be reviewed during the transition period with the newly elected Vice President Funding.

**Section 9 Vice President Corporate Relations**

- 1) The Vice President Corporate Relations shall assist the President in the performance of the President's duties; attend all meetings of the ABSC and the Executive Board.
- 2) The Vice President Corporate Relations shall be responsible for promoting the recruiting of and the providing of internships for students.
- 3) The Vice President Corporate Relations shall act as liaison and coordinate with Career Services and the Internship Bureau; and shall be responsible for promoting and coordinating the Career Fair in conjunction with Career Services.
- 4) The Vice President Corporate Relations shall be responsible for coordinating with the Vice President Funding all sponsorship activities.
- 5) The Vice President Corporate Relations shall submit a final report at the end of each semester outlining their goals, accomplishments, suggestions for improvement for the next semester and include these in the Executive Officer handbook. These reports shall be reviewed during the transition period with the newly elected Vice President Corporate Relations.

**Section 10. Secretary**

- 1) The Secretary shall assist the President in the performance of the President's duties; attend all meetings of the ABSC and the Executive Board.
- 2) The Secretary will serve as the Recording Secretary for ABSC meetings and be responsible for the production and distribution of general meeting minutes and agendas.
- 3) The Secretary will also be responsible for keeping track of attendance, and reporting any violations of ABSC Bylaws to the Executive Vice President.
- 4) The Secretary shall submit a final report at the end of each semester outlining their goals, accomplishments, suggestions for improvement for the next semester and include these in the Executive Officer handbook. These reports shall be reviewed during the transition period with the newly elected Secretary.

**ARTICLE VIII - COMMITTEES**

Section 1a. The standing committees shall be the Executive, Alumni (External Relations), Auditing (Finance/Audit), Bylaws, Corporate Relations, External (General Student) Events Committee, Fundraising, and the Internal (Inter-organizational) Events Committee.

- 1) Executive Committee. The Executive Committee (Executive Board) shall be responsible for the general welfare and management of the ABSC at all times; the only exception being when a meeting of Voting Members in good standing with a quorum established is being conducted. The Executive

Committee (Executive Board) shall be composed of the President, Executive Vice President, Chief Operations Officer, Chief Financial Officer, Chief Information Officer, Vice President of Marketing, Vice President Funding, Vice President Corporate Relations, and Secretary, The President shall chair this committee.

- 2) Auditing Committee. An Auditing Committee shall annually audit the books and accounts of each ABSC. This audit shall be made immediately after the close of its fiscal year. If for any reason a Chief Financial Officer is unable to complete a term of office, an immediate interim audit shall follow. The committee shall report directly to the ABSC, and a copy of the audit shall be forwarded to the ABSC faculty advisor. A separate monthly reconciliation of cash receipts and disbursements shall be performed and the results shall be promptly reported to the ABSC. Its other duties shall consist of advising, assisting, and cooperating in all activities relating to ABSC finances. The chair of this committee shall be the Chief Financial Officer.
- 3) Bylaws Committee. The Bylaws Committee shall be responsible for the Bylaws of the ABSC, and shall have referred to it, all matters involving interpretation of said Bylaws. The Bylaws chair shall also be Parliamentarian at all meetings and interpret these Bylaws at said meetings.
- 4) Corporate Relations Committee. The Corporate Relations Committee shall be responsible for developing relationships with recruiters and creating employment and internship opportunities with these corporations; shall coordinate activities with the Career Center and Internship Bureau and assist the Vice President Corporate Relations in all activities and events. The Vice President Corporate Relations shall chair this committee.
- 5) External (General Student) Events Committee. The External Events Committee shall assist the Chief Operations Officer in planning and conducting events to promote and develop the welfare of the students within the College of Business.
- 6) Fundraising Committee. The Fundraising committee shall be responsible for all money making projects. They shall create, organize, and implement all fundraising projects undertaken by the ABSC.
- 7) Internal (Inter-organizational) Events Committee. The Internal Events Committee shall assist the Executive Vice President in planning and conducting events to promote and develop the welfare of the organizations that are members of the ABSC.

## **ARTICLE IX – COUNCIL MEMBER DUTIES**

Section 1. Students elected or appointed to the ABSC shall have the mandatory responsibility to:

- 1) Attend all ABSC Meetings. All voting members of ABSC shall be allowed no more than three (3) unexcused or two (2) consecutive absences at regular meetings during each semester. The President or the Executive Vice President may excuse any absence with a valid excuse.
- 2) Serve as a member of a ABSC Standing or Ad Hoc committee. This requirement may be waived by a two-thirds (2/3) vote of the ABSC. AS Council representatives are excused from this requirement.
- 3) Attend or have an alternate representative attend all ABSC events and functions.

Section 2. Organization Representatives shall also have the responsibility to:

- 1) Communicate with their constituency and informing ABSC of the opinions of their constituency.
- 2) Disseminate all pertinent information of planned events.
- 3) Report organization activities and events to the ABSC.
- 4) Contribute their efforts toward ABSC activities as required.
- 5) Maintain a current organizational handbook. Shall turn in the handbook at the end of each semester.

#### **ARTICLE X - A.S. BUSINESS REPRESENTATIVES**

Section 1a. Business representatives to the A.S. Council will be responsible for representing and voicing the views and the opinions of ABSC to the A.S. Council.

- 1) Shall Inform ABSC of any matters of interest and importance to the College of Business Administration brought up in A.S. Council meetings.
- 2) Shall contribute their efforts toward ABSC activities as required.
- 3) A.S. Business Representatives shall maintain a current organization handbook and review the handbook with the incoming representative during transition period.

#### **ARTICLE XI - MEETINGS**

- Section 1. A schedule of regular meetings of ABSC shall be made public at the beginning of each semester
- Section 2. The ABSC president may call special meetings of ABSC and must call special meetings at the written request of five (5) voting members of ABSC.
- Section 3. All ABSC meetings shall be open to the public. All guests have the right to participate fully in the meeting except that they shall not have the right to vote or make motions to vote.
- Section 5. A roll call vote shall be required at the request of one third (1/3) of the voting members of ABSC present and voting (excluding abstentions). The results of roll call votes, including the member's name and vote cast shall be included in the minutes of the ABSC.

#### **ARTICLE XII - POWERS OF ABSC COUNCIL**

- Section 1. The ABSC shall be empowered to determine policies of the Associated Business Students.
- Section 2. The ABSC shall have the power to pass Executive Orders upon majority vote (50%+1) of its membership in good standing. Executive Orders are legislative measures, which are binding for no longer then the academic year during which they were stipulated, they shall go into effect immediately.
- Section 3. ABSC may create ABSC standing rules, which shall further define rules, policies, and job descriptions of ABSC and as enunciated in these Bylaws, shall be just as binding as these Bylaws. These amendments must be presented at least one meeting prior to the session at which voting will occur. These codes may be amended by a majority of those present and voting.
- Section 4. ABSC shall have the power to direct the clubs within the College of Business Administration in accordance with A.S. Bylaws and allocate funds to these clubs.
- Section 5. The power of ABSC must stay in accordance with the Bylaws of the Associated Students, San Diego State University.

#### **ARTICLE XIII - ELECTIONS**

Section 1. The ABSC Election Code governs all procedures and regulations concerning all aspects of ABSC elections. (**AS Election Code, Article II, Sections 1-6**)

Section 2. The Election Code may be revised or amended by a majority (50%+1) vote of the ABSC membership in good standing at a regular meeting of ABSC.

#### **ARTICLE XIV - ENDORSEMENT PROCEDURES**

Section 1a. Requirements for endorsement by the ABSC for A.S. Executive Offices must speak in front of this council on the day determined by the council, coinciding with the specific time period of the next general election.

- 1) All candidates receiving a majority vote shall be endorsed by this council.
- 2) The ABSC president shall have an equal vote *to that of any member of ABSC*.
- 3) The voting of the endorsement meeting shall be closed-session, voting members of ABSC only.

Section 2a. Any candidate who receives endorsement may put the following on all campaign materials: “endorsed by Associated Business Student Council.”

- 1) All organization postings in the *Business Administration And Mathematics (B.A.M.)* building may only be placed on the board specified as their own.
- 2) Endorsement may be withdrawn at any point by a majority vote of this ABSC.

#### **ARTICLE XV - RECALL, INITIATIVE, AND REFERENDUM**

Section 1. Upon submission of a petition of five percent (5%) of the Business Majors who are eligible to cast votes for the office sought to be removed, the President shall declare a recall election.

Section 2. A recall petition shall contain a statement of reasons for recall. The petition must contain the signature and student ID number of each signer.

Section 3. A recall election shall be held not less than fifteen (15) calendar days or more than thirty (30) calendar days after the filing of the petition.

- Section 4. Notice of all recall elections must be significantly publicized throughout the College of Business Administration.
- Section 5. Two-thirds (2/3) of the vote cast for the representative office shall be necessary to recall.
- Section 6. In the event an officer is removed by recall, a new election shall be held for the position within twenty (20) calendar days after the announcement of the results of the recall initiative.
- Section 7. Any initiative or referendum legislation from the Business majors must be submitted to ABSC in the form of a petition signed by five percent (5%) of the eligible Business Majors.
- Section 8. Legislation so submitted to ABSC will then be submitted to the Business majors at a special referendum called within thirty (30) calendar days.
- Section 9. Legislation may be submitted by ABSC to the Business Majors at a general or special referendum election.

**ARTICLE XVI - FEES AND ALLOTMENTS**

- Section 1. Associated Student Funds shall be received and distributed in accordance with Associated Students Bylaws, Article XII, and policies.
- Section 2. No less than one-half (½) of the allocated the Associated Student Funds shall be allocated to the Voting Member Organizations of ABSC. This amount shall be divided equally among the Organizations and distributed as per the attendance at ABSC meetings during the prior semester. Allocations are as follows:

Attendance at ABSC Meetings	% of Allocated Funds
90-100%	100%
80-89%	85%
70-79%	60%
60-69%	45%
50-59%	30%
less than 50%	0

- Section 3. New organizations may receive an amount equal to the 100% allotment.
- Section 4. Requests for additional funding may be made by organizations that are currently attending all meetings for the semester and are in good standing.

Section 5. At least Five percent (5%) of the Associated Student Funds shall be set aside as performance funds and distributed to those organizations whose performance was outstanding during the prior academic year. Those organizations shall be determined by evaluations performed by the outgoing Executive Vice President prior to the last meeting of the academic year. This amount shall be distributed as follows:

Most Outstanding Organization	50% of performance funds
1st Runner Up	25% of performance funds
2 <sup>nd</sup> Runner Up	25% of performance funds

Section 6. ABSC may require dues from its Voting Member Organizations the amount of which will be set forth no later than the last meeting of the previous academic year. If an amount is not determined, the amount shall be the same as the previous academic year.

## ARTICLE XVII - OATH OF OFFICE

Section 1. The following oath of office must be taken by all the new ABSC officers and representatives as they take office:

*“I (name in full), as an elected (officer/representative) of the Associated Business Students of the College of Business Administration, San Diego State University, do swear that I will strive to improve the Associated Business Student Council and work toward bettering the Associated Students Council. With these thoughts in mind, I shall set as my goal the betterment of the College of Business Administration, San Diego State University, I so affirm.”*

## ARTICLE XVIII - HANDBOOKS

Section 1a. Organization Handbook will be maintained and kept current by each ABSC representative and A.S. Business representative.

- 1) The Organization Handbook shall contain sections for current ABSC Bylaws, current A.S. Bylaws, Robert’s Rules of Order, current ABSC calendar, current ABSC phone lists of each clubs/organization executive officers, the ABSC organization Booklet, current year’s agendas and minutes, and all ABSC handouts that are designated to be included in the handbook by the current ABSC executive officers.
- 2) The Organization Handbook shall be returned to the Vice President Marketing for updating at the end of each semester and submitted to the new ABSC Representatives and A.S. Business Representatives at the time of transition.
- 3) A deposit will be given to the Chief Financial Officer for each Organization Handbook by each organization. Any binder not returned at the end of the semester will result in the fine of said organization of the deposit amount. A new deposit will then be required upon the issuance of a new binder.

Section 2a. Executive Officer Handbooks shall be maintained and kept current by each Executive Officer.

- 1) Executive Officer Handbooks shall include everything included in the Organization Handbook as prescribed in Section 1b. It shall include separate sections for each of the officer responsibilities and events. There will also be a master yearly timeline of the approximate dates of each event

that the officer is responsible for and sections receipts, purchase order/ reimbursement forms, and ABSC letterhead.

- 2) Within each section for responsibilities and events there will be a timeline that state when planning needs to begin, the approximate time it takes to complete the planning, and the event, all templates for the event, all people that will need to be contacted, the approximate amount of money that each event will cost, receipts for event, and any other important items that should be included.
- 3) The Executive Officer Handbooks will be reviewed and submitted to the New Executive Officer at the time of transition

### **ARTICLE XIX – DISCIPLINE**

Section 1. The ABSC may fine, reprimand, suspend or expel its voting members or terminate membership for the violation of any of the provisions of the bylaws of the Associated Students at San Diego State University, the policies, rules, and regulations of San Diego State University, or these Bylaws.

Section 2a. Any appeal challenging the expulsion, suspension, or termination of its membership must be commenced within one (1) year of the effective date of the expulsion, suspension, or termination of membership

- 1) Any decision to terminate voting membership shall include:
  - 1) Not less than fifteen (15) days prior written notice of the expulsion, suspension, or termination, which notice shall include the reasons for the action and which shall be sent by first class mail or certified mail to the last address shown in the Executive Director's record of memberships; and
  - 2) An opportunity for the member to be heard orally or in writing not fewer than five (5) days before the effective date of the expulsion, suspension, or termination by the ABSC. All disciplinary procedures shall be fair and reasonable taking into consideration all the relevant facts and circumstances.

Section 3. Any organization who fails to pay any financial obligation in full to the ABSC within thirty (30) days after the due date will be considered in bad standing and automatically suspended from voting membership in the ABSC.

- Section 4. Any organization who fails to pay any financial obligation in full to the ABSC within thirty (30) days after due date will be considered in bad standing and automatically suspended from voting membership in the ABSC, unless prior arrangements have been made with the Executive Board. During this period of automatic suspension the member will be denied all rights and privileges of membership including the right to vote, access to ABSC funds, and participate in any business and/or activities of the ABSC. If the delinquency is paid prior to the expiration of an additional thirty (30) days the suspension shall be automatically lifted, but in the event it is not paid the defaulting member may be expelled by action of the ABSC. Upon payment in full of all financial obligations, the member will regain full standing, and will have all rights and privileges restored.
- Section 5. Attendance at all general meetings is mandatory. Failure to appear without an approved excuse may result in the application of a monetary fine; the amount of which shall be disclosed by the Executive Board near the beginning of each academic year.
- Section 6. Any Organization whose representative who misses three (3) scheduled meetings or two (2) consecutive scheduled meetings per semester, without excuses acceptable to the President or Executive Vice President, shall be automatically suspended; Upon a majority vote of the ABSC, the suspended organization will regain full standing, and will have all rights and privileges restored.
- Section 7. The ABSC may assess fines against any member for reason of financial delinquency, unexcused absence, lateness or any other failure, and which, in the judgment of the Executive Board, is necessary to preserve and encourage discipline.
- Section 8. Organizations who have been suspended, for either financial delinquency or non-attendance, have lost the right to vote until their suspension is ended, and are not to be counted in the determination of a quorum.