

**CONSTITUTION OF THE BUSINESS AND DATA ANALYTICS CLUB  
CALIFORNIA STATE UNIVERSITY, FULLERTON**



**ARTICLE I. NAME AND PURPOSE**

**Section 1.**

The name of this organization shall be the Business and Data Analytics Club of California State University, Fullerton, and hereinafter referred to as “BDAC”.

**Section 2.** The purpose of this organization shall be:

1. Strengthen knowledge in business analytics and ISDS (Information Systems and Decision Sciences).
2. Promote business analytics and ISDS as a professional field.
3. Provide opportunity to gain knowledge in career development and organizational skills.
4. Promote social/professional interaction among students, alumni, faculty and professionals from industry.
5. Foster a spirit of fraternity among graduates and undergraduates, former students, and current students of California State University, Fullerton.

No substantial part of the activities of the club shall consist in carrying on propaganda, or otherwise attempting to influence legislation, and the club shall not participate in, or intervene in (including publishing or distributing statements) any political campaign on behalf of any candidate for public office. Nothing contained in this constitution shall be read as authorizing or permitting the club to operate other than exclusively for charitable, scientific, literary or educational purposes and no amendment to this constitution shall authorize or permit the club to be organized or operated other than exclusively for the stated purposes.

**ARTICLE II. REQUIREMENTS FOR MEMBERSHIP AND SELECTION OF MEMBERS**

**Section 1**

Membership in the organization shall be open to all those regularly-enrolled California State University, Fullerton students who are interested in membership. There shall be no other requirements for admission to regular membership. Each regular member has equal rights and privileges.

## **Section 2**

Membership in this organization shall not be denied to any student at California State University, Fullerton on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation or disability.

## **Section 3**

There shall be a minimum of five (5) CSU Fullerton students who are currently enrolled in at least one class with a maximum of 20 percent of the members who are not CSU Fullerton students.

## **Section 4**

There shall be three types of membership in the organization: voting, associate, and council.

- a) Any eligible CSU, Fullerton student, regularly enrolled (non-extended education) who completes and signs a membership application and paid their dues with Vice-President of Finance.
- b) Any eligible non-CSU Fullerton student who completes a membership form shall be an associate member upon submitting a membership form with the Executive Vice-President.
- c) Any person giving outstanding service to the organization may be voted in for council membership. They support the board and help the club run smoothly.

Voting membership is limited to regularly enrolled (non-extended education) students at California State University, Fullerton.

## **Section 5**

The club shall not affiliate with any organization that participates in discriminatory practices nor will it knowingly do business with any establishment which discriminates on the basis of race, sex, religion or national origin.

## **Section 6**

This club, as well as any of its members, shall not conspire or engage in hazing nor shall they commit any act that potentially degrades disgraces or injures fellow students attending California State University, Fullerton.

## **Section 7**

Any member may be suspended or expelled from the organization for conduct obviously contrary to the Constitution of BDAC or for conduct which impairs the rights of the members to enjoy the benefits of the club. The offense must be in writing and submitted by a club member. After the offense is submitted to the organization, the offending member has the right to a 24-hour notice of a hearing before their peers at a board meeting and the offending member may be suspended or expelled by a simple majority vote of the board members present.

## **ARTICLE III. OFFICERS**

## **Section 1**

The elected officers of the organization shall be the President, Executive Vice-President, and Treasurer. The other officers like Vice-President of Marketing, Vice-President of Correspondence, Vice-President of Operations, and Vice-President of Information Technology are interviewed and selected by the President and the current officer.

The term of office for BDAC board members will be one academic year beginning the first day of the academic year. Officers must have been a board member of the organization for at least one semester to be eligible to run for election as President and Executive Vice-President. There must be at least three officer positions fulfilled. Other officer positions may be established if desired and voted for by the majority of board. All Vice-Presidents are eligible to propose for supporting members to assist them in their duties.

## **Section 2. Powers and Duties of Officers**

Clause 1. The President shall preside at all BDAC meetings. They shall be the official spokesperson of the organization, representing the policies, views and opinions of the organization in its relations with the campus and community at large. If they cannot attend BDAC meetings, the Executive Vice-President shall attend in their place. The president has the right to take decisions for all club functions or amend deadlines based on the situation and majority vote of board.

Clause 2. The Executive Vice-President shall assume the duties of the President during the absence of the latter and shall also be the official parliamentarian of BDAC as well as the ex-officio Chairperson of the Committee. The Executive Vice-President has the same powers as the president in their absence. The Executive Vice-President does not automatically take the President's position after the tenure. They are subjected to election in case of any competition.

The Executive Vice-President, as official historian of BDAC, shall also be responsible for recording the minutes of all regular meetings, board meetings, and special meetings. All regular meeting notes will be posted on the BDAC website for members to review. The Executive Vice-President obtains appropriate facilities for organization activities, keeps a record of all members of the organization, keeps a record of all activities of the organization, prepares an agenda with the President for all meetings, notifies all members of meetings, prepares organization's calendar of events, keeps the organization informed of both organizational and university business, creates and distributes agendas for each meeting of the organization, maintains attendance at all meetings, maintains organizational records, storage, and office, prepares and files any report required, represents organization at official functions, remains fair and impartial during organization decision making process and performs other duties as directed by the President.

Clause 3. The Vice-President of Finance (Treasurer) handles all financial affairs and budgeting of the organization. They maintain AS Agency Accounts in the organization's name, which requires signatures of the Treasurer, President, and Faculty Advisors. They shall retain all financial records for the purpose of observation and audit by interested individuals. All disbursements for more than \$100 require a majority vote approval of the organization. They need to attend all BICC Meetings and perform duties of a BICC Representative. In case they are unable to carry the responsibility of BICC Representative, they can propose for a supporting member who serves only as a BICC Representative.

Clause 4. The Vice-President of Correspondence shall be responsible all official correspondence of the officers and members. They shall maintain all the contact lists pertain to the club and files of BDAC. No communication between the club and its members should take place without the knowledge of the Vice-President of Correspondence and the President.

Clause 5. The Vice-President of Marketing is responsible for promoting the club in all dimensions. They will be responsible for creating newsletters every month and propose marketing plans for club events in front of the board. All plans executed should be voted for by the board.

Clause 6. The Vice-President of Operations shall be responsible for overseeing all the events such as training programs and speaker events or socials organized by BDAC. The Vice-President of Operations is responsible for finalizing the BDAC Semester Plan with the President and Executive Vice-President. They shall re-charter the club and reserve the rooms necessary to hold regular meetings.

Clause 7. The Vice-President of Information Technology shall maintain and update the website and social media pages of BDAC. They shall coordinate with the operations to provide IT equipment and support in all the events organized by BDAC if necessary.

### **Section 3. Officer Qualifications (President and Treasurer only):**

Clause 1. The President and Treasurer of the student organization are required to meet the minimum requirements established for Minor Representative Student Officers by the CSU Chancellor's Office.

- a. Officers must be matriculated and enrolled (non-extended education) at Cal State Fullerton.
- b. Officers must maintain a minimum cumulative 2.0 grade point average each term.
- c. Officers must be in good standing and must not be on probation of any kind.
- d. Undergraduates are required to earn six semester units per term while holding office. Graduate and credential students must earn three semester units per term while holding office.
- e. Undergraduate officers are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate

degree objective, whichever is greater. Graduate and credential officers are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate credential objective, whichever is greater.

Clause 2. The President must have held at least one officer position in BDAC in order to be elected. In the event that no such candidate exists, those with chair experience within the last 2 semesters may be taken into consideration. Associate student members will not be considered for the position of the President.

#### **Section 4.**

In the event an elected officer is unable to fulfill their term of office, there will be a special meeting with the officers of BDAC and the President will announce the replacement. In the case the President is not present; the Executive Vice-President will make the appointment based on the recommendations from the elected officers of the organization. The officers of the club have a right to professionally question the working of other officer only in board meetings with prior notice given to the Executive Vice-President.

### **ARTICLE IV: MEETINGS**

#### **Section 1.**

Regular meetings are scheduled at least once a month during the semester and Board meeting are scheduled every two weeks or more depending on the need and shall not be held during the summer session, intersession, or on school holidays. President can change the frequency if required based on situation.

#### **Section 2.**

Special meetings are called by the president or by 5% of the voting members of the organization. All members must be given a minimum of 24 hours prior to the special meeting time.

#### **Section 3.**

Business cannot be conducted unless a quorum of the membership is present. Quorum for this organization is defined as 51% of the voting membership.

### **ARTICLE V: ELECTIONS**

#### **Section 1.**

Officers are elected once an academic year. Elections are held at the end of each academic year for the following year's term.

#### **Section 2.**

At least one week's notice will be provided for any meeting at which an election is held

#### **Section 3.**

The voting period will be open for at least one meeting.

**Section 4.**

Votes will be cast by secret ballot and counted by the president in presence of the board.

**Section 5.**

Results of elections must be noted in the minutes and made available to the student organization members no later than 1 week post-election.

**Section 6.**

A candidate must receive a majority of the votes or if necessary runoff elections will be held.

**Section 7.**

Petition by 2/3 of the board members is cause for a recall election. The offense must be stated in writing and submitted by a member. After the offense is submitted to BDAC, the offending officer has the right to a two-week notice of a hearing. A recall election will be conducted as a "Special Election." Recall requires an affirmative vote of a simple majority of the voting membership.

**Section 8.**

The board votes account for 60% and member votes account for 40% for an officer to be elected.

**Section 9.**

Candidates must be BDAC members for at least one semester term prior to running for office.

## **ARTICLE VI: ADVISORS**

**Section 1.**

Advisor(s) of the student organization are required to meet the minimum requirements established by the CSU Chancellor's Office which includes trainings assigned by the Office of Student Life & Leadership.

**Section 2.**

Any non-auxiliary employee on a minimum half time basis employed by CSU Fullerton can serve as a non-voting advisor to this organization (Please see the Office of Student Life and Leadership for more information on Auxiliary Employee Advisors).

**Section 3.**

The advisor(s) will serve a term of one academic year and is selected during registration of the organization pending approval by the Office of Student Life & Leadership.

**Section 4.**

The advisor(s) may be removed by a 2/3 vote of the membership at a regularly scheduled organization meeting or at the discretion of the University.

### **Section 5.**

A staff member from the Office of Student Life and Leadership or a School Based Assistant Dean may be assigned to work with this organization to assist the faculty advisor(s) and the organization.

## **ARTICLE VII: DUES**

### **Section 1**

This organization can assess membership fees. Assessments are determined each semester or each academic year by a quorum of the membership at its regularly scheduled organization meeting.

### **Section 2**

All money must be deposited into an Associated Students, Incorporated Accounting Office Agency account (The University does not recognize off-campus bank accounts for student organizations at CSU, Fullerton).

## **ARTICLE VIII. AMENDMENTS TO THE CONSTITUTION**

### **Section 1.**

Proposed constitutional amendment or changes will be presented, in writing, to the organization one meeting before this amendment is voted on. Proposed constitutional changes to (a) current amendment(s) will be presented, in writing, to the organization one meeting before the amendment(s) in question can be voted on.

### **Section 2.**

Approval by majority of the voting members present at a regular organization meeting will pass this proposed amendment. The amendment is immediately effective unless otherwise stipulated in the proposal.

### **Section 3.**

A copy of this constitution/by-laws and/or amendments to this constitution must be filed in the Office of Student Life & Leadership at CSU Fullerton every year during registration or within 30 days after any substantive change or amendment.

### **Section 4.**

The University reserves the right to make any changes to the Constitution to meet any requirements set by the CSU Chancellor's Office.

## **ARTICLE IX: DISBURSAL OF ORGANIZATION ASSETS**

### **Section 1**

In the event the "Business and Data Analytics Club" should become defunct for a period of more than 2 years, all assets will be turned over to the CSU, Fullerton Associated Students, Inc., to be used to promote student programming on campus.

No part of the net earnings of the club shall inure to the benefit of any member, director, officer, or other private individual except that the club shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes stated in Article I, Section 2 of the Constitution.

## **ARTICLE X: RULES OF ORDER**

### **Section 1**

The BDAC accepts The Constitution of the Business and Data Analytics Club as its Rules of Order.

### **Section 2**

Any issue not directly written in this document will be resolved by referring to the Rules of Order.