

FILIPINO STUDENT ASSOCIATION CONSTITUTION

Written on Friday, October 16, 2009

Preamble The Filipino Student Association of University of Delaware seeks to educate the university community about Filipino culture and the contributions of Filipino Americans as well as represent the issues of all Filipino students and to provide a network of support for those students.

I. **Name of the group** - The name of this organization shall be Filipino Student Association (at the University of Delaware), hereafter known as FSA.

II. **Object of the organization** -

1. Create activities and opportunities of interest to Filipino students and other students interested in Filipino American culture on campus.
2. Design activities that increase awareness of the Filipino culture.
3. Promote and encourage education of the Filipino students at the University of Delaware.
4. Provide peer support for Filipino American students on campus.
5. Represent the interests and implement plans of action of Filipino student issues on the campus and in the community.
6. Teach the University faculty, staff and students about the Filipino culture and what it has to offer.
7. Coordinate activities with member organizations for the purpose of supporting their endeavors.

III. **Affiliation with any other group (if applicable)** – The Filipino Student Association at the University of Delaware will be affiliated with the Philipino of American Association of Delaware, as well as **FIND (Filipino Intercollegiate Networking Dialogue) – District 5.**

IV. **Qualification/Criteria for selecting membership** - Membership is open to all individual students at the University of Delaware who share an interest in issues concerning Filipino Americans. Members are to be currently enrolled students of the University of Delaware who have paid their FSA due for the year.

V. **Non-Discrimination Clause** - You **MUST** include the following statement: The organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official student handbook and other policies and procedures provided by the University. This organization is a viable, functioning organization, composed of at least six full time undergraduate students and we do not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.

VI. **Duties and privileges of membership** - Members are encouraged, but not required to attend all meetings and events. Each member who has paid their dues is

entitled to one vote during elections. The president of FSA will not vote. In case of a tie, the president will break it by voting. The winner will be determined by the final vote of the president.

VII. **List other types of non-voting or representing membership** – Members or attendees who have not paid their dues will not be permitted to vote or hold office on the FSA executive board..

VIII. **Absence Policies** –Members of FSA should send a email or notify a board member if unable to attend a meeting or event. If you fail to attend three consecutive meetings without notification, it shall be noted that you have decided to be removed from the club.

IX. **Policies and Procedures for Disciplining/Removing members-** Any member that is involved in any action(s) which are not beneficial and are deemed destructive to the purposes of this organization may have his/her FSA membership suspended for an indefinite period of time by recommendation of the executive board and two-thirds vote of the membership. A member on suspension forfeits all rights and privileges entitled to FSA members. Any member placed on suspension may petition, the semester following the suspension, to the executive board to have his/her membership reinstated for a probationary period of time stated by the executive board.

X. **Qualifications for Officers** - All Officers (or Executive Board Members) **MUST** be full time matriculated undergraduate students at the University of Delaware with a **minimum** GPA of 2.25. Officers must be elected into office by majority vote of FSA members.

XI. **Officers** - Describe the titles of the officers, the duties and qualifications of each.

Section 1: President - The president will be responsible for overseeing all FSA committees and activities while working closely with the faculty advisor. The president ensures that all officers' duties are being satisfied. The president will write the agenda for and preside over all meetings. If the president cannot fulfill their duties, the president will be asked to step down as president and the vice president will step in as an interim president. At this time the members will vote to either keep the interim president or to open the floor to nominations and at later time following this nomination they will vote for a new president. If the members decide to keep the interim president, that person shall have the full title of president..

Section 2: Vice-President The vice president will assist the president in all FASA committees and activities. The vice president will take the place of the president in case of the president's absence or inability to perform responsibilities. If both the President and Vice President are unable to attend the meeting, The Vice President will request a member to facilitate the meeting. If the vice president cannot fulfill their job duties, the President has the right to call a vote to impeach the vice president. At this time Members will vote to find a new vice president or to give the president full privilege to name

another vice president.

Section 3: Treasurer - The treasurer handles all finances of FSA and is the only one to allocate FSA funds. The treasurer must also keep and update a record of all transaction and provide an updated budget at all meetings. The treasurer will work closely with the activities/social coordinator and president in maintaining the FSA budget. In addition, the treasurer conducts proposals to other committees or organizations. An improper disbursement of funds is grounds for impeachment.

Section 4: Secretary – The secretary maintains the attendance record and records minutes for all meetings. After all meetings, the secretary distributes the attendance and the minutes to all members. The administrative assistant shall be responsible for keeping an updated membership list at all official FSA meetings and maintaining FSA calendar of events. In addition, the secretary will maintain records of all of FSA's correspondence and documentation, which shall be accessible to all members upon request. Also, the administrative assistant is required to create/maintain a FSA contact list and email database.

Section 5: Public Relations Chair The public relations chair is in charge of getting information about upcoming meetings and events to the University of Delaware student body. The public relations officer is also in charge of correspondence to other clubs and committees on events. The public relations officer books facilities that will be utilized by FSA including general meeting rooms and cabinet meeting rooms..

Section 6: Activities/Social Chair - Activities coordinator shall be responsible for coordinating all social and cultural events which are relevant to FSA's goals and objectives. This may include, but may not be limited to intramural sports, dances, barbecues, dinners and other events. The activities coordinator keeps members informed about all social events. □ .

XII. **Election of Officers** – Elections will take place once each academic year. Nominations will open one week before the Election Day. Nominations can be accepted verbally, in written reply, or electronically to the current President or presiding officer of the election. Only current members of FSA who have paid their fines may run for an office position. Individuals have the option to decline a nomination. Each person is limited to one position. Nominees running for office shall address all members of the organization of their intentions and qualifications as an officer on Election Day. The results of the election will be announced via email before the next FSA meeting. If there is a tie, the members shall vote again until the tie is broken.

Section 1: Procedure for Disciplining/Removal of Officers - An officer may be considered for review by fellow officers and members for accountability in regards to the position. All officers must be present in addition to a majority of the general members when reviewing an officer. A 2/3 vote is

required for the removal of an officer from the position without the possibility of appeal.

Section 2: Resignations- Any officer relinquishing his/her position must prepare a written statement for reason(s) of abandonment of position and is required to read it to the officers and members

Section 3: Officer Transition – To fill a vacant position, a nomination can be made by any member. A nominee has the option to accept or reject the nomination for the position. Accepting nominees will address the members of FASA at the following quorum stating their intentions and plans for filling the vacated position. A majority vote, 50 plus 1%, is needed for official election of the nominee. Incoming officers will meet with the board in order to receive adequate information and training about the new position.

XIII. **Meetings** - Meetings . Officer Meetings will be held weekly at a time and place determined by the current elected officers. General Meetings will be held at least once every other week. The time and date will be determined by the current elected officers.

XIV. **Dues (if applicable)** Dues are to be agreed upon at the beginning of the year by the officers. The purpose of dues is to help finance club activities. Dues are to be collected by the second general meeting of the semester.

XV. **By-Laws** – A majority vote will determine a by-law change.

XVI. **Procedures for decision-making** - Look to the rules contained in Roberts Rules of Order to govern the organization in all cases to which they are applicable and in which they are not inconsistent with the by-laws or the special rules of order of this society.

XVII. **Establishment of Committees** - The members of each committee will aid their respective chairperson(s) in sustaining and furthering the organization's goals. New committees are to be formed by a motion at general meetings. Once another member has seconded the motion, the floor is open to general discussion. After discussion is closed, the members are to vote. The committee will be passed with a majority vote. The chairpersons to the committee will also be elected by a majority vote. Once committee chairpersons are elected, they will be included in the executive organization.

XVIII. **Selection of an Advisor** –The advisor **MUST** be a full time professional faculty or staff person, no part time/salaried staff or graduate students may serve as advisor. The advisor will be selected by asking them and them agreeing to to the position. They will be encouraged to attend meetings and events but are not required. They will work closely with the executive board about decisions such as events.

XIX. **Disbursal of organizational assets should the group become defunct**

XX. The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct.

XX. **Define a quorum** – At least 75% of the members of FSA shall be present for any official business to take place at a general meeting. For a board meeting, each officer must be present for a decision to be made.

XXI. **Rules for Ratifying the Constitution** – The FSA constitution shall remain as stated unless further ratification of the agreement is to be amended . The constitution must be reviewed and passed by the officers within the first month of the academic school year. Past versions of the FSA constitution will be archived should they be needed in future.

XXII. **Rules for amending the Constitution** – Amendments to the constitution are to be proposed by one member and seconded by another at general meetings. After general discussion of the proposed amendment, the members will vote on its approval. The amendment will be adopted with a simple majority.

Signatures:

President: _____

Vice President: _____

Activities & Programs Staff: _____

Date: _____