

FILIPINO AMERICAN STUDENT ASSOCIATION CONSTITUTION

Updated for the 2006-2007 School Year

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ARTICLE I

SECTION 1. NAME

The name of this organization shall be formally known as the Filipino American Student Association.

SECTION 2. PURPOSE

This organization shall have several purposes:

- a. To enhance interaction between Filipinos and other students, faculty, and staff of the Virginia Polytechnic Institute and State University
- b. To promote the Filipinos through cultural, educational, and social activities.
- c. To foster a sense of unity and pride within the organization.
- d. To encourage the growth of the talents and intellect of Filipino Americans.

ARTICLE II

SECTION 1. MEMBERSHIP

- a. Regular Members
All students, faculty, and staff of Virginia Tech who attend meetings.
- b. Active Members
All students, faculty, and staff of Virginia Tech who are regular members, current with their dues, and hold voting rights.
- c. Associate Members
Those not involved with the Virginia Tech system such as students, faculty, staff of different universities, citizens of the Blacksburg area, or area in the near vicinity current with dues and has voting rights. If members have been with the group for a one-year academic term, they may hold office.

SECTION 2. NON-DISCRIMINATORY STATEMENT

Membership to this organization shall not be discriminatory towards any person on the basis of race, sex, age, handicap, national origin, sexual orientation, religion, or political affiliation.

SECTION 3. MEMBERSHIP DUES

An amount for dues shall be proposed by the officers at the beginning of the academic year. Dates for the collection of dues and payments shall be set by the treasurer.

ARTICLE III EXECUTIVE BOARD OFFICERS

SECTION 1. EXECUTIVE BOARD OFFICERS

The officers of this organization shall include: president, vice president, treasurer, secretary, and historian.

The specific powers and duties of each officer are outlined in the By Laws of this constitution.

SECTION 2. TERMS OF OFFICE

- a. Executive Board Officers elect will undergo a training period for the remainder of the semester and hold office for one year from the date of their installation, which will be the last general meeting of the Spring semester.
- b. Executive Board Officers may not hold the same office for more than two years, but may hold a different office.

SECTION 3. NOMINATIONS AND ELECTIONS

Nominations and elections shall be held at the last general meeting in March. However, additional candidates for office may be nominated before the election process, which will take place at the next general meeting following nominations. During election candidates for office may only be nominated for two offices.

SECTION 4. VOTING

Voting shall be by secret ballot. Candidates must receive a simple majority of the votes cast.

SECTION 5. QUALIFICATIONS OF OFFICERS AND REPLACEMENT

- a. Only active members or associative members who have been a member of the Virginia Tech FASA organization for at least one full academic year may become officers.
- b. Should there be a vacancy in the Presidency during the year, the Vice President shall act as President until a new president is elected. Open nominations shall be held at the next general meeting. The Executive Council will then elect the new president by a simple majority vote at the next Council meeting.
- c. Should there be a vacancy in any office during the year, open nominations shall be held at the next general meeting. The Executive Council will then elect the new officer by a simple majority vote at the next Council meeting.

ARTICLE IV OFFICERS

SECTION 1. EXECUTIVE COUNCIL

- a. This council shall consist of the President, Vice President, Treasurer, Secretary, Historian, and all standing committee chairpersons.
- b. The duties and responsibilities of the council shall be outlined in the By Laws of this constitution.

SECTION 2. COMMITTEES

- a. There shall be the following standing committees:
 - D7 Representative
 - Education and Conferences Committee
 - Events Committee
 - Fundraising / Service Committee
 - Hospitality Committee
 - Promotions Committee
 - Public Relations Committee
 - Sports Committee
 - Website Committee
- b. Special committees may be formed for any special events and tasks that the organization will be undertaking.
- c. Committees shall be organized only through the consent of the President and Vice President.
- d. Committee chairpersons will serve on a voluntary basis and will be selected by the Executive Council after submitting an information sheet.
- e. Should there be a vacancy in any committee chairperson position, the Executive Council will decide on a replacement accordingly.
- f. Each committee will be overseen by an Executive Council member at the discretion of the President and Vice President.

SECTION 3. ADVISOR

- a. The organization's advisor will be a member of the Virginia Tech faculty or staff and is voted in by the officers yearly.
- b. The advisor may hold his or her position indefinitely.

ARTICLE V

SECTION 1. GENERAL MEETINGS

A general meeting of all members shall be held every other week of each month. The date and time of the meetings shall be decided by the Executive Council.

SECTION 2. OFFICERS MEETINGS

An officers meeting of all officers shall be held every other week of each month. The date and time of the meetings shall be decided by the Executive Council.

SECTION 3. EXECUTIVE COUNCIL MEETINGS

Under the call of any officer, a council meeting may be organized at a convenient time and place.

ARTICLE VI

SECTION 1. GROUNDS FOR IMPEACHMENT

- a. Any elected officer may be removed from office for failure to fulfill their duties and obligations outlined in the By Laws of this constitution.
- b. Charges against any officer must be brought up in writing to the Executive Council. If the Council finds the charges reasonable for dismissal, it shall proceed with impeachment procedures.

SECTION 2. IMPEACHMENT PROCEDURES

- a. A special meeting will be called in which members shall be informed of the charges brought out against the officer in question.
- b. Impeachment of any officer must have a 2/3 majority vote of all active members present.
- c. The officer in question will not have the right to vote, but will be able to defend themselves in an inquisition prior to the hearing.

ARTICLE VII RHONYLL SEBALLOS SCHOLARSHIP

SECTION 1. SCHOLARSHIP ELIGIBILITY REQUIREMENTS

- a. The recipient of the scholarship must be a full time student at Virginia Tech and a member in good standing of the Filipino American Student Association.
- b. The applicant must meet the following criteria:
 - A minimum QCA of 2.5 to be verified by Virginia Tech Endowment.
 - Essay question(s) to be determined.
 - Essays (changeable yearly, in electronic form) are to be submitted to the FASA Education and Conferences Coordinator(s) along with the application on the first Friday of February by 8:00 pm.
 - Essays are to be forwarded to the Board Members on a specified date after the submission date.
 - A short bio data listing the leadership positions, awards and recognitions, etc. A name and phone number of the organization is also required to verify references.
 - Graduating seniors and the Education and Conference chairperson(s) are ineligible for the scholarship.

SECTION 2. SCHOLARSHIP PROCEDURE

- a. The scholarship board will evaluate and decide on the winner of the scholarship. The board will consist of the following members:
 - FASA Education and Conference chairperson(s)
 - A member of the Seballos family
 - A Virginia Tech/FASA alumni
 - FASA faculty sponsor
- b. The scholarship board will meet the day of Culture Night at 10:00 am and decide on the winning candidate by 1:00 pm on the day of Culture Night.
- c. Applicant must sign a pledge to use the scholarship funds for educational purposes (tuition, room and board, books, etc.)

d. FASA will recognize the awardee with a plaque at Cultural Night.

e. The University will issue the money to the student's university account at the beginning of the following Fall semester.

ARTICLE VIII

SECTION 1. AMENDMENTS

Amendments may be brought forth by any voting member during any meeting. The amendment shall be put to a vote at the following meeting.

SECTION 2. PASSING AMENDMENTS

a. Amendments to the Constitution and By Laws of the organization will be made with a majority vote of the active members present.

b. Any changes in the Constitution or By Laws must be approved by at least $\frac{3}{4}$ s of the Executive Council.

ARTICLE IX ALLEGIANCE

This organization shall abide by all applicable policies contained in the Pylon.

ARTICLE X

This version is dated June 1, 2006 and ratified by the Filipino American Student Association on June 8, 2006. This version is superior to all prior or updated versions. Any new changes must be made according to Article VIII of this Constitution.

THE BY LAWS OF THE FILIPINO AMERICAN STUDENT ASSOCIATION

ARTICLE I POWERS AND DUTIES OF OFFICERS

SECTION 1. PRESIDENT

The duties and powers of the President shall be:

- a. To preside at all meetings.
- b. To be responsible for the University Relations aspect of the organization.
- c. To serve, along with the Vice President, as the official representative of the organization.
- d. To serve as a representative on the Asian American Student Union Council.
- e. To assist the Vice President in the coordination of the Culture Night Committees.
- f. To appoint special committees as necessary and proper to the well-being of this organization.
- g. To update the Faculty Advisor of the organization's progress and scheduled events.
- h. To call special meetings at his or her discretion.
- i. To make sure all officer are on task.

- j. To inform the office of the Student Organizations on any changes in the Constitution.
- k. To update the Executive Council of his or her progress.

SECTION 2. VICE PRESIDENT

The powers and duties of the Vice President shall be:

- a. To take on the above responsibilities in the absence of the President.
- b. To serve, along with the President, as the official representative of the organization.
- c. To serve as the Culture Night coordinator and create the Culture Night committees.

Culture Night Committees include:

- Stage Design
 - Script
 - Promotions
 - Costumes
 - Choreography
 - Technical Program
 - Hospitality (Brunch and Hotel Reservations)
 - After Party
- d. To make sure all standing and special committees are on task.
 - e. To serve as a representative on the Council of International Student Organizations.
 - f. To update the President on the progress of the Cultural Night committee.
 - g. To update the Executive Council of his or her progress.

SECTION 3. SECRETARY

The powers and duties of the Secretary shall be:

- a. To keep records (minutes) of the business carried on at all general, officers, Executive Council, and special meetings and to provide minutes from previous meetings.
- b. To maintain and update the FASA listserv as needed.
- c. To be responsible for informing all members of meetings or events through the FASA listserv.
- d. To be responsible for any changes in the roster and keeping track of all members.
- e. To be responsible for any correspondence with outside relations and mailings.
- f. To maintain a file of all committee reports, projects, and evaluations.
- g. To updated the Executive Council of his or her progress.
- h. To update the President on the progress of his or her assigned committees.
- i. To maintain a master copy of the calendar for the year of events and the most recently updated Constitution.

SECTION 4. TREASURER

The powers and duties of the Treasurer shall be:

- a. To keep all financial records of the organization.
- b. To prepare monthly reports of the financial status of the organization.
- c. To review all financial accounts and budgets monthly and the make recommendations to the Executive Council.
- d. To obtain a bank account for the organization, and for the prompt transition of any records to the proceeding officer.
- e. To sign checks in concurrence with the designated officers.
- f. To assure proper spending of the organization's finances as necessary and proper to the well-being of the organization.
- g. To prepare a monthly financial report for officer meetings.
- h. To pay all bills and reimbursements which must be accounted for by a receipt.
- i. To prepare, submit, and present an annual budget request to the appropriate funding board at the University.
- j. To update the President on the progress of his or her assigned committees.

SECTION 5. HISTORIAN

The powers and duties of the Historian shall be:

- a. To keep records of the activities and events of the organization in the form of a scrapbook.
- b. To take pictures at all the organization's affairs.
- c. To maintain and create a display about the organization during:
 - The annual Fall Student Organizations Showcase, in the Squires Student Center at the beginning of the academic school year.
 - Filipino American History Month.
 - The Annual Cultural Night.
 - The AASU Mixer.
 - Any event not mentioned above where a display case or board is needed.
- d. To present a slideshow of the year's events at Cultural Night and at any other special events, where it is deemed appropriate.
- e. To update the President of the progress of his or her assigned committees.

ARTICLE II THE EXECUTIVE COUNCIL AND STANDING COMMITTEES

SECTION 1. EXECUTIVE COUNCIL

The powers and duties of the Executive Council shall be:

- a. It shall be the governing body of the organization.
- b. It shall determine and carry out the goals of the organization.
- c. It shall plan and coordinate all activities of the organization.
- d. It shall make any decisions concerning replacement of officers and committee chairpersons, progressing with impeachment procedures, and consider all matters of vital importance concerning the organization.

SECTION 2. D7 REPRESENTATIVE

The powers and duties of the D7 Representative shall be:

- a. To gather necessary information about upcoming conferences and conventions and to organize attendance.
- b. To organize transportation, lodging, and registration fees.
- c. To work out financial details with the Treasurer.
- d. To update the overseeing Executive Board member of the committee's progress.
- e. To do reports and evaluations of all projects and activities.

SECTION 3. EDUCATION AND CONFERENCES COMMITTEE

The powers and duties of the Education & Conferences Committee shall be:

- a. To hold programs pertinent to the education of the members of FASA and the Virginia Tech community.
- b. To prepare and distribute a monthly newsletter.
- c. To be held responsible for selecting the honorary candidate of the FASA scholarship and setting the standards of the scholarship through the Rhonyll Seballos Scholarship Board.
* *See Article VII of the FASA Constitution.*
- d. To work out financial details with the Treasurer.
- e. To update the overseeing Executive Board member of the committee's progress.
- f. To do reports and evaluations of all projects and activities.

SECTION 4. EVENTS COMMITTEE

The duties and powers of the coordinator shall be:

- a. To plan all major events within the organization and between other organizations.
- b. To reserve appropriate facilities and equipment in addition to providing adequate staffing for each event.
- c. To work out financial details with the Treasurer.
- d. To inform the Promotions Chairperson if publicity is needed.

- e. To update the overseeing Executive Board member of the committee's progress.
- f. To do reports and evaluations of all projects and activities.

The major events include:

- Homecoming Banner & Parade
- Fall & Spring Picnics
- Thanksgiving Dinner
- Christmas Dinner
- Service Auction
- Mr. FASA
- Road Trip

SECTION 5. FUNDRAISING / SERVICE COMMITTEE

- a. To organize and control fundraisers. They include:
 - Kings Dominion
 - Lumpia Sale
- b. To report back, give earnings and any other financial dealings to the Treasurer.
- c. To organize and find community service opportunities for the members of the club to sponsor or participate in.
- d. To keep a record of events and hours in which the members of the organization worked.
- e. To update the overseeing Executive Board member of the committee's progress.
- f. To do reports and evaluations of all projects and activities.

SECTION 6. HOSPITALITY COMMITTEE

The Hospitality Committee will be arranged as a team as each committee member heads and organizes specific tasks pertaining to their strengths.

General duties include:

- a. To introduce and continue relations with new members of FASA. This would include freshman, transfer students.
- b. To introduce and enthusiastically support the Kuya/Ate program within FASA throughout the year.
- c. To help develop and strengthen fellowship among members through various activities.

Specific activities include:

- Recruitment
 - Socials
 - Christmas gift exchange
 - Senior gifts
- d. To reserve appropriate facilities and equipment in addition to providing adequate staffing for each events.
 - e. To update the overseeing Executive Board member of the committee's progress.

- f. To do reports and evaluations of all projects and activities.
- g. To unite old and new FASA members both.
- h: To coordinate and organize the Culture Night Brunch and hotel reservations.

SECTION 7. PROMOTIONS COMMITTEE

The powers and duties of the Promotions Committee shall be:

- a. To inform the community about all of the organization's activities through whatever means necessary. (i.e. information distribution, events advertising)
- b. To be responsible for membership enhancement and retention.
- c. To work out financial details with the Treasurer.
- d. To be responsible for all forms of advertisement: newspaper ads, TV, radio, etc.
- e. To update the overseeing Executive Board member of the committee's progress.
- f. To do reports and evaluations of all projects and activities.
- g. To create and organize the Culture Night program.

SECTION 8. PUBLIC RELATIONS COMMITTEE

The powers and duties of the Public Relations Committee shall be:

- a. To be the main source of conduct between the alumni, other AASU organizations at Virginia Tech, other Filipino organizations of other universities or districts and other student organizations at Virginia Tech.
- b. To provide public relations to family, friends, visitors, faculty, advisors, and other students with FASA throughout the year.
- c. To maintain an organized list of contact members and names of organizations for future records.
- d. To organize any conferences, activities or events with the groups stated above.
- e. To relay any information to the general body of any progress.
- f. To update the overseeing Executive Board member of the committee's progress.
- g. To do reports and evaluations of all projects and activities.

SECTION 9. SPORTS COMMITTEE

The powers and duties of the Sports Committee shall be:

- a. To organize all sporting events.
- b. To decide on which events to participate.
- c. To organize practice schedules as necessary.

- d. To recruit players as necessary.
- e. To work out financial details with the Treasurer.
- f. To update the overseeing Executive Board member of the committee's progress.
- g. To do reports and evaluations of all projects and activities
- h. To organize the collection and distribution for Virginia Tech football games.
- i. To organize and plan out FASA Fun Day.

SECTION 10. WEBSITE COMMITTEE

The powers and duties of the Website Committee shall be:

- a. To send out related information to all FASA members through the FASA website.
- b. To work closely with all committees to ensure proper distribution of information pertaining to the organization and its members.
- c. To maintain and update the FASA website.
- d. To update the overseeing Executive Board member of the committee's progress.
- e. To do reports and evaluations of all projects and activities.