

**The
Vietnamese Students Association
Constitution
2017-2018**

We, the members of the Vietnamese Students Association at the University of California, Riverside, by the authority of the Chancellor and subscribing to the regulations and policies of the University, do establish this Constitution to govern such matters as are delegated by the University to this organization.

ARTICLE I: NAME

The Association shall be known as the Vietnamese Students Association of the University of California, Riverside, and hereafter referred to as VSA.

ARTICLE II: PURPOSE

- 1. To unite people of Vietnamese interest.**
- 2. To preserve the Vietnamese cultural heritage.**
- 3. To promote personal growth and pride of each member.**
- 4. To facilitate mutual understanding between club members and other campus organizations and the student populations through sharing of experiences.**

ARTICLE III: MEMBERSHIP

Active membership of this student organization shall be chosen without discrimination on the basis of race, religion, sex, sexual orientation, color, disability, national origin, age, or marital status, except in cases of fraternity and sorority organization which are exempt by federal law from Title IX regulations concerning discrimination on the basis of sex. Active membership should also be composed of at least 50% UCR Students (undergraduate or graduate).

Section 1. Eligibility

Membership in this organization shall be open to all students in good standing with the club and currently enrolled at the University of California, Riverside. Members may register at any time during the academic school year. Only registered paid members are permitted to vote in VSA elections and amendment changes.

Subsection A. Good Standing

- Members will exhibit mutual respect with one another**

- Members will not partake in any illegal activities while wearing VSA apparel
- Members will not pose a significant threat or cause harm to one another

Section 2. Fees

Membership fees, if any, will be determined at the beginning of each school year by the VSA executive officers. The membership dues for this year will be \$20/year. Those who pay fees are eligible for special discounts and benefits as determined by the Executive Officers throughout the school year. Those who do not pay fees may still register with the HighlanderLink as non-paying members, but are not eligible to vote in VSA elections or partake in amendment changes.

ARTICLE IV: OFFICERS

Section 1. The Cabinet

The Association will have two official sets of committees, Executive and Non-Executive. All officers have the duty to seek out potential members and interns for the club. In general, officers shall serve as spokespersons for VSA, organize activities and functions, and inspire enthusiasm within the Association. An Officer will also actively seek out potential members and establish relations with other officers, members, and affiliates of the Association. All officers must train, teach, and show newly elected officers past official positions before leaving office.

Section 2. Executive Committee's Duties and Responsibilities

1. The Association shall be governed by its duly elected Executive Officers, which shall be composed of (in order of rank) President(s), Internal Vice-President(s), External Vice-President(s), Secretary(s), Treasurer(s), Intern Chair(s), and Public Relations Director(s) .
2. The Executive Officers must attend all meetings organized by the President(s) unless excused and are responsible to know the state of the Association at all times.
3. Specifically, the duties of the executive officers are:

1. President

- a) The President shall be responsible for summoning, organizing, and conducting officer meetings.
- b) The President shall be the principal spokesperson for the Association.
- c) The President shall hold the responsibility of breaking ties in administrative decisions.
- d) The President has the duty and the right to intervene in conflicts involving other officers of the Association when organizing or conducting VSA activities and functions.

- e) **Any person holding the President position must have been an officer for at least two years prior to be elected.**

2) Internal Vice-President (IVP)

- a) **The Internal Vice-President has the duty to assist the President and assume Presidential status when the President is unable to serve.**
- b) **The Internal Vice-President shall review all internal affairs solely related to the Association and within UCR.**
- c) **The Internal Vice-President shall attend the Student Life and Leadership, the Asian Pacific Islanders Students Advisory Council (APISAC) meetings, and incorporate their function into VSA.**
- d) **The Internal Vice-President shall relay information to the Association about other UCR organization's activities while informing other UCR organization about the Association's activities.**
- e) **The Internal Vice-President shall form relationships with other Clubs, Fraternities, Sororities, and Organizations at UCR.**
- f) **The person holding this position must have served as an officer for at least a year prior to being elected.**

3) External Vice-President

- a) **The External Vice-President has the duty to assist the President and assume his or her duties when both the President and the Internal Vice-President are unable to serve.**
- b) **The External Vice-President shall review all external affairs between the Association and off campus organizations.**
- c) **The External Vice-President shall attend all meetings when necessary to serve as contact between the Association and the outside individual and/or organization of different campuses.**
- d) **The External Vice-President shall attend UVSA meetings and functions.**
- e) **The External Vice-President will assume all the duties of an ICC as dictated by UVSA constitution.**
- f) **The person holding this position must have served as an officer for at least a year prior to being elected.**

4) Secretary

- a) **The Secretary shall keep a record of all past and present activities for the Association and communicate them to all officers and members upon request.**
- b) **The Secretary will assist the President in informing other officers on upcoming functions.**

- c) **The Secretary has the duty to appropriate the necessary materials for the Association's programs and events.**
- d) **The person holding this position must have served as an officer for at least a year prior to being elected.**

5) Treasurer

- a) **The Treasurer shall maintain funds for the Association.**
- b) **The Treasurer, along with all officers, will devise a budget for the Association.**
- c) **The Treasurer will attend all budget hearings and establish an active account with the ASUCR.**
- d) **The Treasurer shall keep financial records of all transactions pertaining to the Association and will provide these records by their discretion.**
- e) **The Treasurer will serve as liaison with any individual and/or organization dealing monetary transactions. This includes dues, crediting, and reimbursements.**
- f) **The Treasurer shall keep record on membership registration and any relative member information.**
- g) **The Treasurer will organize the member's profile that includes: member's contact (phone number, e-mail, etc.)**
- h) **The Treasurer shall keep a record of funds that is transparent to the Executive Board.**
- i) **The Treasurer shall have sole discretion in determining member voter eligibility.**
- j) **The person holding this position must have served as an officer for at least a year prior to being elected.**

6) Intern Chair

- a) **The Internship is open to any paid member in good standing with the Association who is interested in applying.**
- b) **The Interns shall assist officers in club affairs, unless specified, dealing with an official position.**
- c) **The Intern Chair will mentor the interns and provide the opportunity to shadow current officer positions in the Association.**
- d) **The Intern Chair must conduct one-on-one evaluations with all interns at least once before the end of the academic year.**
- e) **Person holding this position must have served as an officer for at least a year prior to being elected.**

7) Public Relations Director

- a) The Public Relations Director shall develop an identity that is favorable for the Association.**
- b) The Public Relations Director, in conjunction with the Historian and Media Director, shall generate all mediums of advertisement and information.**
- c) The Public Relations Director shall file proper forms required prior to the posting and distribution of advertisement and information.**
- d) The Public Relations Director shall plan and organize ways for relaying relative VSA advertisement and information to the public.**
- e) The Public Relations Director shall assist in seeking endorsements, sponsorships, member's participation, and donations to the Association.**
- f) The Public Relations Director shall keep members updated weekly about upcoming events via email and social media.**
- g) The person holding this position must have served as an officer for at least a year prior to being elected.**

Section 3. Non-Executive Committee

The Non-Executive Committee includes: Social Chair, Historian, Sport Coordinator, Media Director, VCN Director, Service Chair, Outreach Director, Anh Chi Em Director, Welcoming Director, Activities Chair, Family Chair, E-Sports Coordinator, and Academic Chair.

Specify, duties for each position are

Social Chair

- a) The Social Chair shall organize socials for the Association. Socials being activities, events, etc.**
- b) The Social Chair shall organize retreats for the Association.**
- c) The Social Chair, in conjunction with the Public Relations Director, shall be responsible for promoting the socials for the Association.**

Historian

- a) The Historian in conjunction with Media Director and Public Relations Director shall prepare all script, photographs, and videos in order to produce an end of the year compilation.**
- b) The Historian shall record images of members, officers, and VSA activities.**
- c) The Historian shall attend VSA activities to capture ample amount of photographs and videos for the Association.**
- d) The Historian will provide photos and videos for the Association's networking sites.**

- e) **The Historian, in conjunction with the Media Director, shall prepare a recap of past major events for each general meeting.**
- f) **The Historian shall keep a compilation of past and present photos for all members to access.**

Sports Coordinator

- a) **The Sports Coordinator shall be responsible for the formation and organization of all intramural sports teams under the Association.**
- b) **The Sports Coordinator shall encourage members to join and participate in the Association's sports teams.**
- c) **The Sports Coordinator shall be in charge of organizing and informing team members of upcoming games and practices.**
- d) **The Sports Coordinator shall act as Team Captain, unless otherwise appointed.**
- e) **The Sports Coordinator shall organize and host athletic events for the Association.**
- f) **The Sports Coordinator shall manage team apparel.**

Media Director

- a) **The Media Director, in conjunction with the Public Relations Director, shall maintain a web page and social media sites that present updated VSA news and information. This may include: schedules of upcoming activities, descriptions on past activities, and ways to contact the Association.**
- b) **The Media Director shall prepare all media related content for all general meetings for the Association.**
- c) **The Media Director, in conjunction with the Public Relations Director, shall prepare all pamphlets, brochures, tickets, flyers, etc. for the events of the Association.**
- d) **The Media Director shall assist in organizing the setup of equipment of general meetings and VSA related events.**

VCN Director

- a) **The VCN Director shall oversee and direct the Vietnamese Culture Night.**
- b) **The VCN Director shall organize committees for the Vietnamese Culture Night for the Association in conjunction with the Executive Board.**
- c) **The VCN Director shall have a script prepared and on paper by the end of Fall Quarter as well as main actors casted by the beginning of Winter Quarter.**
- d) **The VCN Director shall be responsible for incorporating cultural aspects into general meetings.**

Service Chair

- a) **The Service Chair shall organize quarterly community service events for the Association.**
- b) **The Service Chair shall be in charge of providing documentation and logging hours for the members of the Association.**
- c) **The Service Chair must be present at every service event.**
- d) **The Service Chair shall organize activities that will generate funds for the Association.**
- e) **The Service Chair, in conjunction with the Treasurer, shall seek all endorsements and sponsorships to the Association.**

Outreach Director

- a) **The Outreach Director will be in charge of organizing the annual high school outreach conference (Future Leader's Summit)**
- b) **The Outreach Director will organize a committee in conjunction with the Executive Board for Future Leader's Summit by the end of Fall Quarter.**
- c) **The Outreach Director is responsible for contacting high schools and advertising the outreach program.**
- d) **The Outreach Director is responsible for acquiring funds for the outreach conference through ASUCR, APSP, and ASPB.**
- e) **The Outreach Director shall look for other outreach opportunities in all local communities for the Association to participate in.**

Anh Chi Em Chair

- a) **The Anh Chi Em Chair shall maintain the Anh Chi Em Program.**
- b) **The Anh Chi Em Chair shall organize ACE pairings for the Association.**
- c) **The Anh Chi Em Chair, in conjunction with the Social Chair, shall organize quarterly social events.**
- d) **The Anh Chi Em Chair shall facilitate academic/guidance counseling for the members of the Association.**

Welcoming Director

- a) **The Welcoming Director shall organize a welcoming committee consisting only of officers of the Association on a bi-weekly basis to ensure member retention.**
- b) **The Welcoming Director shall establish a warm and welcoming atmosphere to new and current members.**
- c) **The Welcoming Director, in conjunction with the Public Relations Director, shall directly contact new members of the Association via social media or other resources to encourage VSA involvement.**
- d) **The Welcoming Director shall be responsible for tabling.**

Activities Chair

- a) **The Activities Chair shall be responsible for the programming of VSA related events in order promote member bonding and participation. This includes general meetings, retreats, etc.**
- b) **The Activities Chair shall work in conjunction with the External Vice President to organize Pre-Friendship Games activities.**
- c) **The Activities Chair shall keep documentations and evaluations of activities.**

E- Sports Coordinator

- a) **The E-Sports Coordinator shall be responsible for the formation and organization of all gaming activities under the Association (minimum of 1 per quarter).**
- b) **The E-Sports Coordinator shall encourage members to join and participate in the Association's E-Sports events.**
- c) **The E-Sports Coordinator shall be in charge of organizing and hosting upcoming gaming events.**
- d) **The E-Sports Coordinator may organize team apparel (optional).**

Academic Chair

- a) **The Academic Chair shall facilitate the academic enrichment of the members.**
- b) **The Academic Chair shall provide and manage academic resources.**
- c) **The Academic Chair shall survey members' academic needs and provide study sessions accordingly.**
- d) **The Academic Chair shall organize tutoring committees.**

Section 4. New Position

New officer positions may be established by majority votes of officers as needed to sustain the growth and success of the Association. New Positions are subjected to a one-year trial.

Section 5. Officer Terms

All officers shall serve a term of one year beginning from initiation to the end of the upcoming academic school year.

Section 6. Vacancies

1. Resignation

Should it become necessary for an officer to resign, the officer must deliver a written reason to the remaining officers, in advance of the effective date of resignation. Newly vacated positions must be voted in by majority of the Executive Board.

2. Removal

An officer may be removed from office for failing to uphold the purposes and principles of the Association and/or specific duties of the office by majority vote of members of the

Association and/or five-sevenths majority vote of the elected Executive Board of the Association.

ARTICLE V: GENERAL RESTRICTIONS

In order to maintain the integrity of the University, the Vietnamese Students Association must maintain local autonomy. VSA will not endorse or advocate any political causes or objective not related to the Association's purpose. VSA will always remain independent, distinct, and separate from any other organization. All policy decisions should be made without obligation to any parent organization. Activities co-sponsored with non-affiliated organizations will require five-sevenths vote of the elected Executive Board to approve participation in the specific activity.

ARTICLE VI: ELECTIONS

Section 1. Eligibility

Any paid registered VSA member wishing to be an officer is required to file for candidacy prior to the election and must be in good standing with the Association.

Section 2. Re-election

A current officer may stand for re-election in the same, or any other position provided that he or she has not served in that position for over two consecutive years.

Section 3. Quorum

A quorum defines the minimum number of members that must be present in order to vote and make decisions for the group. The quorum for this organization is at least 70 active members must be present for a vote to be taken.

Section 4. Procedures

Elections may take place through a 50/50 vote or direct democracy. Fifty percent of the vote shall be decided by members, and the other fifty percent shall be decided by the Executive Officers. Non-Executive Officers will vote as members. The candidates for each office receiving the majority of the votes by both members and Executive Officers will be declared elected. In the case of a tie between the members and Executive Officers, Executive Officers must re-deliberate and make the final decision. Proxy voting is not allowed. The votes will be counted by the Internal Vice- President with the Executive Board present and will be subjected to review by the Asian Pacific Student Programs office. Newly elected officers must assume office within one week after the election. Exact voting results will only be released if all candidates agree to have the results published.

ARTICLE VII: MEETINGS

Section 1. General Meetings

General Meetings open to all members and nonmembers will be arranged by the officers of the Association, at least once an academic quarter.

Section 2. Executive Committee Meetings

The President shall call Executive Officer Meetings at least once each academic term or whenever deemed necessary. All Cabinet Members must attend in order to be adequately informed on the Association's progress.

ARTICLE VIII: CULTURE NIGHT

Section 1. Cultural Night Committee

The Culture Night Committee is comprised of registered students with the University of California, Riverside this is including the VCN Board and Director. The Head of the committee, the Culture Night Director, is a duly selected officer of the Association. The remaining members of the board shall include Culture Night Assistants who have likewise been appointed by the Culture Night Director.

Section 2. Preparation

The Culture Night Committee is responsible for organizing the entire program for the Culture Night. Through the assistance of the Executive Committee, the Culture Night Committee shall seek all help and funds necessary in order to produce the show. They shall be the judge of the theme and content of the Culture Night. The Director shall cast the final vote and shall be held responsible for all controversy that may arise.

Section 3. Post-Cultural Night

The Culture Night Committee, if necessary, will look after all debts, damages, losses, fees, and disputes in order to restore dignity to the Association.

ARTICLE IX: EVENTS

Section 1. Chair

- 1. Events are facilitated by a minimum of 1 officer.**
- 2. All officers must work together.**

Section 2. Committee

- 1. Event Committee must produce and present a proposal for evaluation by the Staff.**
- 2. Proposals must outline the important information concerning the event, such as: purpose, task assigned, culture, time and financial budget, and dates for the events.**

ARTICLE X: FINANCIAL RECORDS

The University shall have the right to audit the financial records of this organization. If the organization will receive funding from Associated Student at UCR (ASUCR) or the Graduate Student Association (GSA), the organization must comply with all funding policies and procedures issued by the funding authority.

ARTICLE XI: AMENDMENTS

Section 1. Amendment by Members

Any ten paid members may propose a constitutional amendment. Members shall be informed of the proposal at the next VSA general meeting, and a debate and vote on the proposed amendment shall take place at the subsequent and publicized general meeting. A constitutional amendment requires a three-fourths majority of the registered members present to pass. Executive Board may veto any proposed amendment.

Section 2. Amendment by Officers

Any four officers may propose a constitutional amendment. Officers shall be informed of the proposal at the next Executive Officer Meeting. A debate and vote on the proposed amendment shall take place at the subsequent and publicized general meeting. A constitutional amendment requires a two-thirds majority of the staff members present to pass.

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