Vietnamese Student Association

The University of North Carolina at Charlotte

Constitution

# Article I: Organization Name

This constitution establishes the Vietnamese Student Association (VSA) at the University of North Carolina at Charlotte. This will be the official name and acronym used to refer to our group on and off campus among ourselves and other organizations. The Vietnamese Student Association is willing to abide by all UNC Charlotte policies and guidelines relating to on or off campus activities, which our organization may sponsor or in which we may participate.

# Article II: Purpose

VSA is a social and cultural oriented organization. VSA shall strive to promote Vietnamese culture and to encourage understanding. We encourage the understanding and learning of the Vietnamese culture through the following aspects:

1. By building relations with campus culture organizations and other student groups at the UNC Charlotte.
2. By welcoming and assisting Vietnamese students and other students during their transition to UNC Charlotte.
3. By promoting friendship within our organization to allow Vietnamese students to interact with each other and share their cultural experiences with the UNC Charlotte community.
4. By educating members and the UNC Charlotte community about the Vietnamese Culture.

# Article III: Membership

## Section I

Any person who expresses interest in the Vietnamese culture can become a member of the VSA. There are guidelines to being a member of VSA. A person can become a member by showing up at a meeting and expressing an interest in the group. If the person is still interested after attending a meeting, that person must pay the semesterly dues at any point in the semester.

## Section II

Dues shall be determined on a per year basis by the Executive Board of VSA for members. The CORE shall determine the annual fee for the Executive Board of VSA.

## Section III

If a member chooses to withdraw from the organization, they may do so, but dues are non-refundable.

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## Section IV: Membership Removal

Any member can be removed from roster if he or she fails to uphold the professional manner that is established by University Policy, or who is negatively contributing to the organization and largely impacting the group’s dynamic. The individual will be given a verbal warning, and will be reminded that they can be removed from the organization if changes do not occur. If the member does not improve, he or she will be removed from roster. Furthermore, if a member is removed from his or her membership, they are still able to attend and/or participate in general body meetings. A member can be denied access to Members Only events

## Section V

In keeping with UNC Charlotte’s policy of non-discrimination, VSA does not discriminate on the basis of race, color, religion, gender, national origin, age, sexual orientation, veteran status and physical or mental ability or disability.

# Article IV: Meetings and Procedures

## Section I

General Body Meetings or Events with the VSA members shall be held at least twice a month. The CORE oversees activities of the Executive Board.

## Section II

In order to vote on any matter of policy or procedure, there must be a quorum two-thirds (2/3) of membership will constitute a quorum. Majority agreement of quorum will decide issues brought to vote.

## Section III

Only the CORE positions (President, Vice-President(s), Treasurer, and Secretary) in the Executive Board may vote to amend the constitution. For all other matters regarding the organization, the entire board (including chairs) may have a vote.

# Article V: Officers

## Section I: CORE

The organization shall have the following CORE Officers: President, Vice-President(s), Secretary, and Treasurer. Other officers may vary between years depending on situation and number of officers needed.

1. The CORE shall meet every week with the selected Executive Board(s) to discuss immediate issues or upcoming events. CORE Officers along with Executive Officers have up to three absences throughout the semester.
2. The CORE is intended as a steering committee for the main body of the Executive Board and the members of VSA.

## Section II: Executive Board

1. The Executive Board shall meet at least twice a month with the Executive Board to discuss immediate issues or upcoming events. Officers must attend at least three-fourths of the meetings throughout the semester.
2. The Executive Board is intended as a steering committee for the main body of VSA.
3. The Executive Board shall act as the official spokesman for VSA, according to the group consensus from the CORE.
4. The Executive Board will reflect the will of the majority in its policy; policy proposed by or initiated by the Council or the membership must be approved by a majority of voting membership.
5. President can only hold office for one academic year of their college career.
   1. *EXCEPTION*: In the case that there are no candidates willing to run for presidency, current President is able to run again.

## Section III: Duties of Officers

### President

* 1. To serve as chief executive officer and supervise all VSA functions.
  2. To schedule officer and general body meetings and preside over these meetings.
  3. To appoint ad hoc committees to his or her discretion.
  4. To recommend for consideration VSA activities as well as participation in campus-wide activities.
  5. To instigate the appointment a new temporary member to the Board of Officers in case of the removal of other officers for dereliction in their duties.
  6. To assist in managing the organization and activities carried out by the organization.

### Vice-President

* 1. Facilitates communication within VSA.
  2. In the event that the President is unable to continue his duties, assumes the role of Acting President for a period of no longer than one-quarter semester, at which time an emergency Presidential election is held.
  3. To assist in managing the organization and activities carried out by the organization.
  4. In charge of all publicity involving but not limited to recruitment and cultural shows.

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### *Internal Vice-President*

* 1. *Facilitates communication within UNC Charlotte VSA.*
  2. *In the event that the President is unable to continue his duties, assumes the role of Acting President for a period of no longer than one-quarter semester, at which time an emergency Presidential election is held.*
  3. *To assist in managing the organization and activities carried out by the organization.*
  4. *In charge of all publicity involving but not limited to recruitment and cultural shows.*

### *External Vice-President*

* 1. *Facilitates communication outside of UNC Charlotte VSA and to other organizations.*
  2. *Works with other Vietnamese Student Associations outside of UNC Charlotte and to other organizations.*
  3. *Responsible for sending/receiving information to other VSAs, VSA regions, and other organizations.*
  4. *Responsible for working with other EVPs to facilitate the needs of our organization and its members.*

### Secretary

* 1. Is in charge of keeping accurate notes at all executive and general VSA meetings. May appoint a proxy record-keeper if unable to attend particular meetings.
  2. Disseminates notes of meetings to appropriate personnel.
  3. Must write event summaries that explains what was successful and what needs to be worked on for the new upcoming board.
  4. Is in charge of keeping everyone updated with the organization via email.
  5. Keep attendance of members during meetings.
  6. Give access and take away access for appropriate people.
  7. Oversee Elections event.

### Treasurer

* 1. To maintain financial records of VSA transactions.
  2. To notify the President and Vice-presidents of VSA financial status upon request by the President and Vice-President(s).
  3. To collect dues and fees.
  4. To prepare the VSA budget proposal to be submitted at the time deemed necessary by UNC Charlotte regulations.
  5. To organize finances of and implement fundraising activities.

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## V. Other positions

These positions can vary year by year; depending on what the leadership of the organization needs for the current year. Positions may be created/appointed, but is not limited to, for the following officers:

1. Cultural Chairs - in charge of Viet Night and any culture related events
   * May install a Culture Committee for the current year if deemed necessary
2. Philanthropy Chair - in charge of volunteer events and opportunities
3. Public Relations - keep social media updated and promote VSA and upcoming events
4. Media Director- keeps digital archives of events; works with PRs for social media
   * *4/4/2019 - name changed from Historian to Media Director*
5. Design Chair - in charge of designing what is needed by the CORE for events
6. Freshman Interns - assist the Executive Board members

# Article VI: Election and Removal Process

## Section I

1. Officers are elected by majority vote at the second-to-last general meeting for the year.
2. Any current paid member of the organization is eligible to be an officer of the organization with the exception of CORE..
   * *EXCEPTION:* If the candidate previously took office in past years, he/she is eligible to run in the coming elections.
3. A member must be active in VSA for at least one semester before he/she is eligible to be Treasurer or Secretary.
4. You also must be a student at UNC Charlotte during the term you plan to be active to be eligible to run for any position excluding CORE.
5. For both President and Vice-President(s) positions, the member must have held a position on the Executive Board prior years.
6. Officers will serve one term and elections will be held second-to-last meeting for the year.

## Section II

Officers are elected by majority vote at the second-to-last general body meeting for the year in the spring.

1. Any current member of the organization is eligible to run for any position except President and Vice-President(s).
   * *EXCEPTION:* If the candidate previously took office in past years, he/she is eligible to run for President and Vice-President(s)

## Section III

The vote will be by secret ballot with the immediate Secretary counting the votes. The winner is decided by majority member vote. Only current, paid members are allowed a vote.

## Section IV

An officer shall be removed from the Executive Board by a two-thirds vote of no confidence by the active membership. The vote of no confidence can only be raised under the President’s prerogative or after anonymous complaints to the next highest member on the chain of succession were given by the majority of the Executive Board.

## Section V

The role of VSA’s advisor shall be to **advise** the CORE officers in the matter of managing the VSA organization.

## Section VI

In the event that a member receiving an executive position is no longer a student of UNC Charlotte, his/her Eboard membership is revoked and position untitled.

# Article VII: Finances

## Section I

VSA is a non-profit organization. VSA plans to finance its activities through fundraising activities, membership dues, and grants.

President, Vice-President(s) and Treasurer have access to use the money within the VSA funds. All CORE officers can request to look at funds.

## Section II: Eboard Outings

1. VSA funds may be used for a maximum of TWO (2) total Eboard celebratory outings.
   * Celebratory outings include: Retreats, post-Viet Night, end-of-the-year, holidays, etc.
2. VSA funds may be used to pay for Eboard during socials.
   * Socials include: Tea Fusion, Banh Mi Brothers, etc.

## Section III: Embezzlement

Embezzlement is defined as the theft of using the organization’s funds for personal use.

* + Includes situations where the guilty claims to repay the amount
    1. As a result, any cash donations/payments MUST BE given to Treasurer in a reasonable time frame.
  + Any Eboard member who is deemed guilty of embezzlement will be terminated from his/her position.
    1. The accused may appeal and defend his/her case.
    2. The jury must consists of 5 total Eboard members (2 from CORE, 3 from Eboard)

# Article VIII: Constitutional Amendments

## Section I

The current Executive Board can propose amendments.

## Section II

Rules regarding the proposal of amendments are as follows:

1. Changes towards the constitution will be made between the CORE.
2. Proposals to amend the constitution will be made in the Executive Board.
3. In the event that the CORE refuses to amend the Constitution, two-thirds from the Executive Board members of VSA will put the amendment to a vote.

## Section III

The amendments shall be voted on as follows…

1. The amendment shall be explicitly written to how it will appear in the constitution.
2. A Two-Third majority vote is needed to ratify the amendment.
3. After the amendment is ratified and agreed, it is effective immediately.

*Updated: Monday, February 25th, 2019*