

Constitution

ORGANIZATION OF YOUNG FILIPINO AMERICANS

ARTICLE I: The Organization

Section 1. Name

The organization shall be known as the Organization of Young Filipino Americans (OYFA).

Section 2. Purpose

The organization shall have several purposes:

- A. To heighten awareness and appreciation of the Filipino/ Filipino American culture.
- B. To promote fellowship within the Filipino community at the University of Virginia, in the local community, as well as with OYFA alumni and other Filipino organizations.
- C. To increase interaction and understanding within the Filipino American and Asian Pacific American communities, as well as between Filipino Americans and the University at large.
- D. To provide a cultural, social, service, and academic network for our members.

Section 3. Allegiance

The organization shall abide by the University of Virginia's Policies for Contracted Independent Organizations (CIOs) and all regulations and expectations as outlined in the University Record.

ARTICLE II: Membership

Section 1. Non-Discrimination Statement

The Organization of Young Filipino Americans does not restrict its membership, programs, or activities on the basis of age, color, disability, gender identity, marital status, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, veteran status, and family and genetic information.

Section 2. Members

- A. Members must recognize the need for OYFA and believe in the goals upon which it was founded. All members are encouraged to actively participate in the majority of OYFA's meetings and activities.

B. Members Classifications:

- a. Regular Members- members consist of all students, faculty, and staff of the University of Virginia who attend meetings (a minimum of one meeting).
 - i. Paid - members consist of all students, faculty, and staff of the University of Virginia who are regular members, current with their dues, and hold voting rights.
 - ii. Unpaid - members consist of all students, faculty, and staff of the University of Virginia who are regular members not current with their dues, and thus do not hold voting rights, and cannot hold office.
- b. Associate Members - Associate members consist of all members that are not involved with the University of Virginia system (i.e. students, faculty, and staff of different universities, members of the Charlottesville area, active members' parents, other Filipino organizations, current with their dues, and hold voting rights.
- c. Honorary Members - Honorary members consist of Alumni of the University of Virginia, students of other universities, parents of active OYFA members, and members of the Charlottesville area who would like to participate in the organization's activities who have not paid dues. Honorary members cannot vote during elections or hold office.

Section 3. Membership Dues

- A. All active and associate members are required to pay dues to the Treasurer in order to hold voting privileges, in addition to other privileges that will be agreed upon by the Executive Board throughout the year.
- B. The amount for dues shall be determined by the officers at the CIO Budget Proposals held by the Student Council Appropriations Committee during the Spring semester.
- C. The Treasurer shall set dates for the collection of dues in the beginning of the academic year.
- D. Dues will only be valid for that academic year.

Section 4. Misconduct Policy

- A. OYFA will maintain the following policy in regards to misconduct including but not limited to the following categories:

- a. Discrimination based on age, race, national or ethnic origin, citizenship status, political affiliation, veteran status, religion, ability, gender identity, sex (including pregnancy), sexual orientation, marital status, or family medical or genetic information.
 - b. Harassment of any kind, including but not limited to: physical, verbal, or psychological harassment, offensive and derogatory remarks, stalking.
 - c. Assault of any kind, including but not limited to: inappropriate touching, intimidation, gender-based violence, intimate partner violence, sexual assault, battery, or coercion, and attempted or completed rape.
- B. The following will occur if allegations of misconduct are brought forward about any reported persons:
 - a. If brought to the knowledge of the Executive Board and Council informally, or a formal report is not requested, the name of the person who did harm will be added to the Watch List.
 - b. If brought to the knowledge of Student Advisors through the official Misconduct Report Form, with the support of the Executive Board, the person who did harm will be removed from the Organization and be added to the Restricted Persons List. The person who did harm will be sent an email regarding their removal.
 - c. The person who did harm will not be allowed to attend any official OYFA events.
 - d. The person who did harm will be removed from any positions in the organization including but not limited to: Executive Board, Executive Council, Family Head, and Choreographer positions.
 - e. The person who did harm will be removed from any official OYFA-associated social media groups.
- C. Throughout the removal process the safety and comfort of the reporting party will be prioritized.
 - a. All cases will be treated at the level of confidentiality as requested by the reporting party.
 - b. The Executive Board and Student Advisors will assist in connecting the reporting party with appropriate support resources.
 - c. The reporting party will be kept up to date with any proceedings related to the report as desired.

- D. Information will be shared at the discretion of the person who experienced harm.
 - a. With permission from the person who experienced harm, the Executive Board and Student Advisors will release relevant details of the reported misconduct to other participating members of the UVA-wide Asian student leadership board.
 - b. Details about a reported incident will only be shared with the person who did harm if permission to do so is given by the person who experienced harm.
 - c. The Restricted Persons List will be continuous and available to current and future Executive Board and Council.

ARTICLE III: The Executive Board

Section 1. Executive Board Officers

- A. The Executive Board of the organization shall refer to and include: President, Vice-President, Treasurer, Corresponding Secretary, and Recording Secretary, and Outreach Coordinator.
- B. The specific powers and duties of each Executive Board Officer are outlined in the By-Laws of the Constitution.
- C. Additional offices may be established and existing offices may be removed if deemed necessary through an amendment of the Constitution.

Section 2. Qualifications of the Executive Board

- A. Paid Regular members, who are students of the University of Virginia and are current with their dues, may become Executive Board Officers.
- B. The office of the President, Vice President, and Outreach Coordinator may only be filled by a Paid Regular member with prior experience as either an officer or a Committee Co-Chair who has served two full semesters.
- C. Academic Requirements
 - a. After turnover on the date of Barrio Fiesta, Committee Co-Chairs must be in Good Academic Standing during their terms in accordance with the academic policies of their respective schools at the University of Virginia.

- b. If a Committee Co-Chair is unable to meet the requirements for Good Academic Standing, they will be placed on Academic Warning according to the University of Virginia.
- c. If a Committee Co-Chair is placed on Academic Warning, they will have to report their Academic Standing to their Overseeing Officer, the Executive Board, and their Co-Chair whereby they will have to report to their Overseeing Officer privately at the end of each bi-weekly Executive Council Meeting the progress with which their grades are improving.
- d. According to the University of Virginia, if a student is given an Academic Warning for two consecutive semesters, they will be suspended from the University.
- e. If a Committee Co-Chair is in danger of suspension at the end of their fall semester during their term, they must give the Overseeing Officer warning before the semester ends in order to give Executive Board and Council time to induct an interim chair.
- f. The academic record of the individual under Academic Warning is to be kept private among Executive Board members and the individual's Co-Chair at all times. Failure to keep the academic record of the individual private threatens the community of trust within the organization and will lead to the impeachment of the individual who discloses the private information if the identity of said individual is confirmed with valid proof (i.e. witness, documentation, etc.).

Section 3. Terms of Office

- A. The Executive Board Officers may not hold the same office for more than two years.
- B. The Executive Board Officers are expected to serve for a full academic year. Exceptions may be made under extreme circumstances and the officer will need to follow the resignation procedure.
 - a. In the event that an Executive Board Officer completes their undergraduate education prior to the end of their elected term, they are expected to fulfill their position in office so long as they are a full time resident in the UVA/Charlottesville area.
- C. The Executive Board Officers will serve on a voluntary basis.
- D. "The official turnover date each year is the day of Barrio Fiesta, when all powers and duties are relinquished to the new officers. The newly appointed Executive

Board will undergo a training period which includes Leadership Workshops organized by their predecessors in late March or early April. The next meeting scheduled thereafter is the Turnover General Meeting in which the new officers receive hands-on experience.”

ARTICLE IV: The Executive Council

Section 1. Executive Council

- A. The Executive Council of the organization shall refer to and include the Executive Board, all Standing Committee Co-Chairs, Student Advisors, and any existing Special Committee Co-Chairs.
- B. The duties and responsibilities of the Executive Council Committee Co- Chairs shall be outlined in the By-Laws of the Constitution.
- C. Additional positions may be established as necessary through an amendment of the Constitution.

Section 2. Qualifications of the Executive Council

- A. Active members, who are University of Virginia students and are current with their dues, may become Executive Council Committee Co-Chairs.
- B. No prior experience is necessary to fill the position of Co-Chair for any Committee.
- C. Academic Requirements
 - a. After turnover on the date of Barrio Fiesta, Committee Co-Chairs must be in Good Academic Standing during their terms in accordance with the academic policies of their respective schools at the University of Virginia.
 - b. If an Executive Board Officer is unable to meet the requirements for Good Academic Standing, they will be placed on Academic Warning according to the University of Virginia.
 - c. If an Executive Board Officer is placed on Academic Warning, they will have to report their Academic Standing to the rest of the Executive Board whereby they will have to report at each bi-weekly Executive Board Meeting the progress with which their grades are improving.
 - d. If an Executive Board Officer is in danger of suspension at the end of their fall semester during their term, they must give the Executive Board

warning before the semester ends in order to give Executive Board and Council time to induct an interim replacement.

- e. The academic record of the individual under Academic Warning is to be kept private among Executive Board members at all times. Failure to keep the academic record of the individual private threatens the community of trust within the organization and will lead to the impeachment of the individual who discloses the private information if the identity of said individual is confirmed with valid proof (i.e. witness, documentation, etc.).

Section 3. Standing Committees

- A. Each standing committee shall have two Co-chairs.
- B. The standing committees shall include the following:
 - a. Cultural Committee
 - b. Historic Committee
 - c. Membership Committee
 - d. Public Relations Committee
 - e. Community Committee
 - f. Social Committee
 - g. Sports Committee
 - h. Advocacy Committee
 - i. FIND District VII Representatives
 - j. Webmaster Committee
 - k. Scholarship Endowment Committee

Section 4. Special Committees

- A. Special committees may be formed for any special events and tasks the organization may be undertaking as to be approved by the President.
- B. The number of Co-chairs that will supervise Special committees shall be determined by the President.

Section 5. Terms of Office

- A. The Executive Council Committee Co-Chairs are expected to serve a full academic term. Exceptions will be considered under extreme circumstances and the officer will be expected to follow the resignation procedure.

- B. All powers and duties of the new Executive Council Committee Co- Chairs will be relinquished to the new chairs at the Executive Council Training Workshop, which will be organized by the newly elected Executive Board in April.

ARTICLE V: Advisors

Advisors shall offer advice and support as deemed necessary for the progress of the organization. They must have experience in guiding the organization to reach its objectives.

Section 1. Faculty Advisors

- A. The organization shall have at least one Faculty Advisor who is a member of the University of Virginia staff or faculty. Additional faculty advisors may or may not be members of the University of Virginia staff or faculty.
- B. The selection of Faculty Advisors must be determined by a majority vote of the Executive Council after turnover.
- C. Faculty Advisors are not required to pay dues, but still have all regular paid member privileges.

Section 2. Student Advisors

- A. The organization may have up to two Student Advisors.
- B. The Student Advisors will be selected by the incoming Executive Board through an application process. The previous Student Advisors may offer input on the selection but do not have voting power.
 - a. The application process may involve a written application and an interview at the discretion of the Executive Board.
- C. Applicants for the Student Advisor role must be rising fourth years with at least two years of Executive Council experience.
 - a. In the case that two candidates with two full years of Executive Council experience do not apply for the position, those with one year of Executive Council experience may be considered.
- D. The Student Advisors will make available to General Members both anonymous and non-anonymous means of reporting incidents of misconduct as described in Article II Section 4.

ARTICLE VI: Nomination and Election Procedures

Section 1. Nomination Procedure

- A. Nominations for Executive Board shall be held in December; however, additional candidates for an office or position may be nominated at any time after the nominations meeting and up until the midnight before the day of elections. Nominations for Executive Council will be held in during the first General meeting in February.
- B. Nominations for each office or position will be accepted either by another member's motion or by self-nomination, followed by a second motion of nomination.
- C. A member of the organization may only be a nominee for one position.
- D. A nominee for an office or position has the option of declining their candidacy. Declined nominations will be accepted until the election procedure begins. Once election procedure begins, the nominee cannot decline.

Section 2. Election Procedure

- A. An attendance of 51% of current voting members is necessary to hold an election meeting.
 - a. After the designated election start time, allow 20 minutes to reach 51% of the paid members and if by that time the 51% is not reached then the Executive Board can put the vote to begin elections without the 51% or to wait until it is reached. At that point, it is at the Executive Board's discretion.
- B. Executive Board Elections:
 - a. The elections and speeches for Executive Board offices will be held at the special elections meeting before the end of February.
 - i. If vacancies within the Executive Board exist after Executive Board Elections, open positions may be revisited at the Executive Council Committee Elections in March.
 - b. The Executive Board will be elected in the following order: President, Vice-President, Outreach Coordinator, and the remaining three offices of Corresponding Secretary, Recording Secretary, and Treasurer will be elected in any order the Executive Board feels necessary.
 - i. For each Executive Board office, the outgoing Executive Board Officer will speak before the candidates are

presented. They will state the responsibilities of their position as outlined in the Constitution.

- ii. If the outgoing officer is running for re-election, the President or Vice President will state the responsibilities of the position as outlined in the Constitution.
- c. Each candidate will be allotted three minutes for speeches. Candidates for the office who are not currently speaking will be asked to wait outside until it is their time to appear before the forum.
- d. Members will then have eight minutes to ask any questions pertaining to that candidate's qualifications and platform. One extension for five minutes is allowed.
- e. After all candidates have spoken, members, discussing only the office in question and the candidates running for that office, will hold a Deliberation Section.
 - i. The Deliberation Section is limited to fifteen minutes for Executive Board offices. Two extensions for fifteen minutes are allowed.
 - ii. This indicates that there will be a maximum of 4 Deliberation Sections in total with extensions included. Each extension counts towards a new Deliberation Section.
- f. An extension is granted after receiving a motion and second motion.
- g. A moderator, the outgoing Executive Board Officer or, in case of someone running for re-election, a person appointed by the Executive Board, will decide what the relevant questions shall be during the Question and Answer Section, and comments regarding the candidate's on the Deliberation Section.
- h. The outgoing Executive Board Officer is prohibited to make any comments concerning the candidates for the same office.
- i. One of the current officers must keep accurate time of all speeches, questions, and deliberation periods.
- j. All matters that are discussed during elections must be kept within the frame of elections and must not be discussed outside of the forum.
- k. A motion to close may end a question-and-answer or deliberation section if there is no opposition.

C. Elections Meeting for Committee Co-Chairs:

- a. The elections and speeches for Executive Council positions will be held at the special elections meeting before the end of March.

- b. The committee Co-Chairs will be elected in any order the Executive Board feels necessary.
 - c. Each nominee will be allotted two minutes for speeches.
 - d. Members will have eight minutes to ask questions pertaining to that nominee's qualifications and platform.
 - e. After all nominees have spoken, an open forum will be held by the present members, discussing only the position in question and the nominees for that position.
 - f. The outgoing Committee Co-Chair is prohibited from making any comments concerning the nominees for the same position.
 - g. This deliberation process is limited to ten minutes for Committee Co-Chair positions of two or less candidates.
 - h. This indicates that there will be a maximum of 3 Deliberation Sections in total with extensions included. Each extension counts towards a new Deliberation Section.
 - i. In the event that there are three or more candidates, the deliberation time will be increased to adjust for the greater number of candidates. For ballots of three or more candidates, each additional candidate above two people will contribute five minutes to the set ten-minute deliberation time.
 - j. One ten-minute extension for deliberation is allowed.
 - k. A motion to close may end a question-and-answer and/or deliberation session if there is NO opposition.
- D. If vacancies exist after the Council elections, Interim Chairs may be selected to serve on the Executive Council for the remainder of the year until 11:59PM the night prior to interim elections. The chair will then have the option to run to be elected into the Executive Council. Selection for Interim Chairs shall proceed as follows:
- a. Members who wish to serve as an Interim Chair must be nominated for the position and submit either a verbal acceptance at the April General Body Meeting, or an email accepting their nomination for the vacant Council position.

- b. The Executive Board and either the previous chairs or the current committee co-chair will consecutively interview all candidates per committee for each vacant position and will deliberate to select the new Interim Chairs.
 - c. Selection of Interim Chairs will take place after the original Council Elections and before Executive Council Training. Interim Chairs will then be included in the training workshop along with the rest of the Executive Council.
- E. Nominations for positions not filled during the spring elections will be open until midnight before the elections. Elections shall be held in October. Executive Board will determine when these elections will be held based on the number of candidates running and positions to be filled.
- F. If positions are not filled after the elections in October, the Executive Board will decide the appropriate course of action.
- G. During interim elections in the Fall, the current committee chair may speak on behalf of the interim candidate's progress and ability to fulfill the position. In the case that both of the committee chairs were selected during interim, then neither of them may speak on their progress as a committee during elections.
- H. Interim Elections Meeting for Committee Co-Chairs:
 - a. The elections and speeches for Interim Executive Council positions will be held at the elections meeting before the end of October.
 - b. The committee Co-Chairs will be elected in any order the Executive Board feels necessary.
 - c. Each nominee will be allotted two minutes for speeches.
 - d. Members will then have seven minutes to ask questions pertaining to that nominee's qualifications and platform. After all nominees have spoken, an open forum will be held by the members, discussing only the position in question and the nominees running for that position. This deliberation process is limited to five minutes for Committee Co-Chair positions, unless there is a majority vote to have it extended. One five-minute extension is allowed. A motion to close may end a question-and-answer or deliberation session if there is no opposition.
 - e. The moderation for each election will be held by the Vice President.

ARTICLE VII: Voting

Section 1. Qualifications for Voting

Qualifications for voting are restricted to active and associate members.

Section 2. Voting Procedures

- A. Voting shall be done by secret ballot. In the case that a candidate is running unopposed, a show of hands shall be sufficient.
- B. A simple majority or a plurality is needed for a final decision on the subject matter at hand.
- C. Voting during Elections:
 - a. There are two voting methods to determine the new officers. The first round of voting is done with simple majority voting and if needed, the final round of voting is done with plurality.
 - i. $\text{Result \%} = \text{Vote count of candidate} / \text{Total number of people in attendance}$
 - ii. A simple majority shall be defined as more than 50% of the voting members in attendance.
 - iii. Plurality shall be defined as the highest vote counts of voting members in attendance. Plurality can only be used in contested elections.
 - b. In case a simple majority is not reached for all positions being decided upon, the floor will be reopened for one ten-minute deliberation period. If one candidate has gained a simple majority, they will be taken out from the second vote and given the position. There will be a plurality vote for all remaining candidates in question by the original voting members, who voted for that particular office or position. The candidate(s) with the highest vote count will be given the position.
 - c. Voting by secret ballot: Ballots revealing only the name of the desired candidate for the office or position in question will be received and tallied by the outgoing Vice-President and Treasurer, except when the residing Vice-President and Treasurer is a nominee for the office or position in question. In such a case, any officer not contesting a position will tally the votes.
 - i. Voting members who do not feel confident in any of the candidates may abstain their vote only for simple majority voting. This must be done with a written "abstain" on their ballot.

- ii. In the case where the candidate is uncontested, if the number of abstains is within two votes of the total number of votes for the popular candidate, the floor may be reopened for one ten-minute deliberation period. A re-vote will then be taken.
 - iii. In the case where the candidate is contested, if the number of abstains is 25% of the total number of votes, the floor may be reopened for one ten-minute deliberation period. A re-vote will then be taken.
 - iv. In the case where no candidates on the ballot are desired, voters can vote "Interim" to keep the position open after the respective election is complete. "Interim" should be treated as a ghost candidate.
- d. Voting members who arrive after election procedures for a particular office have commenced may not speak during the deliberation or question-and-answer sessions or cast their vote for that office.
- e. If a nominee feels that there is a discrepancy in the tally of votes, they may request a re-vote to be tallied by the President.
- f. If there are any discrepancies, possible scenarios can be found in the Appendix titled "ARTICLE VII: Voting Scenarios"

ARTICLE VIII: Impeachment, Resignation, and Replacement

Section 1. Impeachment

A. Grounds for Impeachment:

- a. Any elected officer may be removed from office for failure to adhere to the attendance policy outlined in Article IX and for failure to fulfill their duties and obligations outlined in the By-Laws of the Constitution.
- b. Members may bring up charges against any officer in writing to the Executive Council. If the Executive Council finds the charges reasonable for dismissal, it shall proceed with impeachment procedures.

B. Impeachment Procedures:

- a. A special General Meeting will be called in which members shall be informed of the charges brought against the officer in question.
- b. Impeachment of any officer must have a two-thirds 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 vote.

Section 2. Resignation

- A. In a situation when an Executive Council Committee Co-Chair willingly resigns their position, they must first submit a letter of resignation addressed to the President and Vice-President and later announce the decision to the Executive Council within two weeks.
- B. The letter of resignation must include reasons for the decision and their signature accompanying a statement indicating their willingness to relinquish their office or position and related duties.
- C. The person in question must train their successor and provide them copies of any documents relating to the office or position. Under extenuating circumstances, if that person is unable to train the incoming officer, the Executive Board will delegate an officer who can effectively train the successor.

Section 3. Replacement

- A. Should there be a vacancy in the Presidency during the year, the Vice President shall automatically assume the role and responsibilities of the presidency.
- B. Open nominations for the Vice-Presidency shall be held at the next Executive Council meeting. The Executive Board will decide when the election will be held to determine the new Vice-President.
- C. Should there be a vacancy in any other office or position during the year, the Executive Board will decide on the appropriate course of action.
- D. Should there be a vacancy in any other office or position during the year after Interim Elections have been held for that academic school year, the Executive Board will select a replacement through the following process
 - a. Open nominations to general body
 - b. Only paid members of the organization may be nominated
 - c. A nominee for an office has the option of declining his or her candidacy
 - d. Nominations may be declined until the interviews begin
 - e. Once the interviews begin a nominee cannot decline
 - f. The Executive Board shall hold an interview with themselves and the co-chair of the contested position

g. Voting

- i. A simple majority is needed for a final decision on the subject matter at hand.
- ii. In the event that a simple majority is not met, the Executive Board and the co-chair of the contested position must reevaluate and hold another vote until a simple majority is met.

ARTICLE IX: Meetings

Section 1. General Meetings

- A. A General Meeting of all members shall be held once a month. The date and time of the meetings shall be decided by the Executive Board.
- B. A minimum of ten members, the Vice President, and Recording Secretary constitutes an official General meeting.
- C. Additional meetings may be held if necessary.
- D. Each General Meeting will begin with the singing of the Philippine National Anthem.

Section 2. Executive Board Meetings

- A. The President or Vice-President must hold Executive Board meetings weekly. The President or Vice-President shall decide the date and time of the meetings.
- B. Additional meetings may be held if necessary.

Section 3. Executive Council Meetings

- A. Under the call of any Executive Council Committee Co-Chair, any Executive Council meeting may be organized at a convenient time and place; however, at least two Executive Council meetings must be held in any given month.
- B. Additional meetings may be held if necessary.

Section 4. Committee Meetings

- A. The supervising Committee Co-Chairs must hold at least one Committee meeting each month. The supervising Co-Chairs shall decide the date and time of the meetings.
- B. Additional meetings may be held if necessary.

Section 5. Training Workshops

- A. The Executive Board must hold at least three mandatory Training Workshops.
 - a. The first Training Workshop will be held in order to orient the newly elected to the Executive Board and Council.
 - b. The second and third Training Workshops will be held as training sessions to address identity- and background-specific needs of the OYFA community. Topics and dates of these Training Workshops will be approved by the Executive Board.
 - c. If any member of the Executive Board and Council were to miss one or both of these training sessions, they are required to attend training(s) of their choosing on their own time and report their attendance to the Executive Board.

ARTICLE X: Amendments

Section 1. Proposed Amendments

- A. Amendments may be brought forth by any voting member during any General or Executive Council Meeting with prior notice given to the Executive Board.
- B. The proposed amendment shall be discussed at the Board and Council or General Body meeting at which it is proposed and voted upon at the next respective meeting, or through online means if deemed appropriate by the Executive Council at least one week following the proposal of the amendment.

Section 2. Passing Amendments

- A. Amendments to the Constitution and By-Laws of the organization will be made with a simple majority vote of the general body present at a General Meeting or with a two-thirds majority vote of the Executive Council present at the Executive Council Meeting.
- B. Any changes in the Constitution or By-Laws must be approved by the Student Council Constitutional Affairs Board.

ARTICLE XI: Special Awards and Programs

Section 1. Bayanihan Award

- A. The Bayanihan Award shall be bestowed upon individuals who have demonstrated an outstanding and extraordinary dedication to OYFA and its betterment throughout their years in service for the organization.
- B. The Bayanihan Award recipients shall be University of Virginia Undergraduates who will be graduating the current year. they must have been an Active OYFA member since their first year and have held a leadership position in OYFA for at least three years.
- C. Selection for the award will be made by the current OYFA Executive Board in April.

Section 2. OYFA Excellence Scholarship Program

- A. The OYFA Excellence Scholarship shall be awarded to an outstanding first-year student who displays enthusiasm and dedication to OYFA and its goals, has excelled in their academic studies, and demonstrates financial need. The Scholarship shall also be awarded based on extracurricular activities, leadership ability and experience and community service.
- B. Applications for the scholarship will be submitted to the OYFA Executive Board in mid to late March. The recipient shall then be determined two weeks prior to the presentation.
- C. The selection committee for the scholarship shall consist of the members of the OYFA Executive Board and the Scholarship Endowment Committee.
- D. If one of the two Co-Chairs of the Scholarship Endowment Committee is eligible to apply for the OYFA Excellence Scholarship and unable to serve on the selection committee, an advisor of OYFA, selected by the Executive Board, shall take their place on the selection committee.
- E. The award shall be presented annually (based on available funds) to the chosen student in the Spring Semester of their first-year. The scholarship must be claimed and used for the upcoming semester, otherwise the scholarship will lapse.
- F. Winners of the scholarship shall be asked to contribute to the program as soon as they graduate from college, providing them the opportunity to express their appreciation to OYFA for its generous contributions.

- G. Phase II of the scholarship program will include expansion to provide scholarships for incoming Filipino-American students who plan to attend the University of Virginia depending on availability of funds.
- H. Funding for the scholarship will be raised through contributions from OYFA alumni, members, friends, parents and businesses. The program will be coursed through the Alumni Association under the Associate Director of the UVA Fund.

ARTICLE XII: Ratification

This version is dated April 22, 2023 and is ratified by the Organization of Young Filipino Americans on April 22, 2023. This version supersedes all prior or updated versions. Any new changes must be made according to Article XI of the Constitution.

President: Patrick Yuson

Vice-President: Franceszca Penaredondo

Treasurer: Kyla Quimson

Corresponding Secretary: Lauren Asperin

Recording Secretary: Nathan David

Outreach Coordinator: Franceska Padilla Co

BY-LAW ARTICLE I: Powers and Duties of the Executive Board

Section 1. The Executive Board

The powers and duties of the Executive Board shall be:

- A. To divide the committees amongst the Executive Board officers according to each officer's qualifications and past experiences.
- B. To oversee the progress of their designated committee Co-Chairs and to lead them in their future projects.
- C. To report the progress of their designated committees to the President.
- D. To attend the functions and activities of other Asian Organizations.
- E. To plan and execute at least three required Training Workshops during the year:
 - a. The first of these Training Workshops will be held for newly elected committee Co-Chairs in mid-April.
 - b. The second and third of these Training Workshops, with dates to be determined by the Executive Board, will be training sessions encompassing values of diversity and inclusion of choice to be approved by the Executive Board.
 - c. The Executive Board will keep track of their own attendance to these training sessions plus the attendance of the Executive Council members.
 - d. Additional workshops may be created at any other time during the year as deemed appropriate.
- F. To maintain a notebook detailing achievements and failures of their position.
- G. To pass on their Officer's Notebook to newly elected Executive Board officers.
- H. To review the OYFA Excellence Scholarship applications and determine the applicant best qualified for the award.

Section 2. The President

The powers and duties of the President shall be:

- A. To preside at all Executive Board meetings.

- B. To be responsible for networking with the University of Virginia community and state and/or national external entities by serving as the initial representative of OYFA.
- C. To attend all UVA-wide Asian student leadership meetings and Filipino Intercollegiate Networking Dialogue (FIND, Inc.) District 7 (D7) Presidents' meetings.
- D. To appoint special committees and keep the Executive Board up-to-date with the committee's progress as necessary.
- E. To organize all Executive Board meetings, and if necessary, assist the Vice President with Executive Council and General Body Meetings.
- F. To call special meetings at their discretion.
- G. To make sure Executive Board officers are on task and aware of all meetings and events held by the organization.
- H. To update the Faculty Advisor of the organization's progress and scheduled events as necessary.
- I. To ensure that there are two D7 Representatives for OYFA, and to, along with the Vice President, serve vacant positions as necessary.
- J. To serve as or appoint a representative for OYFA in ad hoc committees, if called upon, including, but not limited to, the Lawn Selection Committee and the Honor Diversity Advisory Committee.
- K. To be responsible for any correspondence with mailings and outside relations, including, but not limited to, newspapers, yearbooks, other literary & media networks, and organizations at the University of Virginia.

Section 3. The Vice-President

The powers and duties of the Vice-President shall be:

- A. To assume the aforementioned responsibilities in the event of vacancy of the office of Presidency.
- B. To serve as a representative on the UVA-wide Asian student leadership board.
- C. To coordinate the events and meetings of the committees and to make sure they are on task.

- D. To plan and execute a Training Workshop, along with the President, for the newly elected Executive Board and Council in April.
- E. To organize, along with the President, Executive Board and Council meetings, as well as General Meetings.
- F. To ensure, along with the President, that there are two FIND delegates from the University of Virginia in District 7 and, if unable to appoint two delegates, then the President and/or Vice President will serve as these delegates.
- G. To keep track of attendance of Executive Council members to required meetings and to uphold the attendance policy outlined in Article IX of the Constitution.

Section 4. The Treasurer

The powers and duties of the Treasurer shall be:

- A. To keep all financial records of the organization and to make sure that the records are in compliance with CIO regulations and University regulations.
- B. To prepare monthly reports of the financial status of the organization to the Executive Board.
- C. To review all financial accounts and the budget monthly and to make recommendations to the Executive Council.
- D. To collect all members' dues, fees for the organization, and money for events.
- E. To open or maintain a bank account for the organization.
- F. To revise and prepare the OYFA Budget Proposal in order to apply for Student Activities Fee (SAF) funding according to Student Council directions.
- G. To appear, on behalf of OYFA, at the Student Council Appropriations Committee Budget Proposals meeting.
- H. To prepare, with the help of the other officers and Cultural Chairs, a written proposal and/or oral appearance to submit to the Cultural Programming Board (CPB).
- I. To assure proper spending of the organization's finances as necessary for the well-being of the organization.
- J. To pay all bills and reimbursements which are accompanied by a receipt.

- K. To order OYFA shirts, hats, and other paraphernalia, when necessary, and to store these items in a safe place.
- L. To coordinate fundraisers.
- M. To ensure prompt transition of any records to the succeeding officer.
- N. To oversee the OYFA Excellence Scholarship and maintain contact with the UVA Fund through Alumni Hall.

Section 5. The Corresponding Secretary

The powers and duties of the Corresponding Secretary shall be:

- A. To inform and invite other organization leaders to events.
- B. To send thank you notes to all who have served and supported the organization in a significant way.
- C. To reserve all meeting rooms and necessary equipment.
- D. To review the Constitution and By-Laws at least once during the term and make appropriate revisions as necessary. they must then present the changes to the Executive Council and Board for approval and then to the Student Council Constitutional Affairs Board for final approval.
- E. To be responsible for any correspondence with parents and families of general members.
- F. To oversee the planning and execution for the symposia.
- G. To update the Executive Council of their progress.

Section 6. The Recording Secretary

The powers and duties of the Recording Secretary shall be:

- A. To keep records (minutes) of the business carried on at all Executive Board, Executive Council, and special meetings and to be able to provide minutes from previous meetings.
- B. To inform the organization body of events and issues through the OYFA mailing list.
- C. To reach out to alumni through the OYFA mailing list at least twice during their term (once at the end of Fall Semester and once before Barrio) in addition to contacting alumni when requested by other committees.

- D. To maintain an accurate list of OYFA members, their phone numbers, addresses, and electronic mail addresses.
- E. To review the Constitution and By-Laws at least once during the term and make appropriate revisions as necessary. they must then present the changes to the Executive Council and Board for approval.
- F. To update the Executive Council of their progress.

Section 7. The Outreach Coordinator

The powers and duties of the Outreach Coordinator include but are not limited to:

- A. To oversee and advise outreaching and marketing strategies for programming meant for the whole organization and beyond.
- B. To meet with the relevant committees to develop marketing strategies to reach the determined audience for large-scale events held by the organization.
- C. To organize training within the Executive Council as described in Article IX, Section 5 of the Constitution.
- D. To implement local or UVA-wide co-sponsorships and/or partnerships with external entities that share a common goal with OYFA.
- E. To connect members with external opportunities that align with OYFA's mission.
- F. To discuss with those affected by the organizational mission to best inform the Executive Council regarding executing programming and policy.
- G. To update the Executive Council of their progress.

BY-LAW ARTICLE II: The Powers and Duties of the Executive Council

Section 1. The Executive Council

The powers and duties of the Executive Council shall be:

- A. The governing body of the organization.
- B. To determine and carry out the goals of the organization.
- C. To plan and coordinate all activities of the organization.

- D. To make any decisions concerning replacement of officers and committee Co-Chairs, progressing with impeachment procedures, and considering all matters of vital importance concerning the organization.
- E. To participate in all required Training Workshops organized by the Executive Board.
- F. To do reports and evaluations of all projects and activities.
- G. To maintain a file of all reports, projects, evaluations, and contacts made concerning their position.
- H. To adhere to the budget allocated to their committee or position, to obtain approval for all expenditures via the Treasurer, and to be able to present receipts in a timely fashion in order to be reimbursed.
- I. To report on the progress of the committee to the designated Executive Board officer.
- J. To adhere to the Attendance Policy outlined in Article IX of the Constitution.

Section 2. The Standing Committees

A. Cultural Committee

The powers and duties of the Cultural Committee include but are not limited to:

- a. To plan and execute the events related to Culturefest and Barrio Fiesta by establishing sub-committees and organizing person power.
- b. To work with the Treasurer in preparing a written proposal to submit to the Cultural Programming Board (CPB) and other available funding sources in order to receive additional funding for cultural events and activities.
- c. To prepare an oral proposal and appear with the Treasurer at the scheduled CPB meeting.
- d. To work out financial details with the Treasurer.
- e. To update the presiding officer on the progress of the committee.

B. Historic Committee

The powers and duties of the Historic Committee include but are not limited to:

- a. To document social, cultural, and other activities via video recording.
- b. To take pictures at all the organization's affairs and, if not present, appoint another to fulfill the task.

- c. To allow all members and nonmembers access to OYFA's scrapbooks through the OYFA Historic page on Facebook.
- d. To educate OYFA and the University community on Philippine and Philippine-American History through at least one event of their choosing.
- e. To work out financial details with the Treasurer.
- f. To update the presiding officer on the progress of the committee.

C. Membership Committee

The powers and duties of the Membership Committee include but are not limited to:

- a. To maintain and increase OYFA membership.
- b. To organize, maintain, and improve upon the Sibling and Family Programs.
- c. To revise the OYFA brochure and display board to be used at the CIO Activities Fair and other promotional events.
- d. To recognize members' achievements in an "OYFAn of the Month" Award program.
- e. To maintain an accurate database on current OYFA members along with the Recording Secretary.
- f. To coordinate with the other committees on activities and projects to promote unity and fellowship amongst OYFAns.
- g. To work out financial details with the Treasurer.
- h. To update the presiding officer on the progress of the committee.

D. Public Relations Committee

The powers and duties of the Public Relations Committee include but are not limited to:

- a. To establish a cohesive image of the organization.
- b. To promote OYFA to the University of Virginia and Charlottesville community by branding and marketing through merchandise, apparel, and promotional media.
- c. To publicize and inform the community about all the organization's activities through whatever means necessary (i.e. information distribution, events, advertising, chalking, etc.)
- d. To coordinate with the other committees to ensure accurate and timely promotion of their events and programs.
- e. To work out financial details with the Treasurer.
- f. To update the presiding officer on the progress of the committee.

E. Community Committee

The powers and duties of the Community Committee include but are not limited to:

- a. To coordinate community service projects.
- b. To cultivate relationships between OYFA and the greater Charlottesville Filipino community and to provide opportunities for OYFAns to interact with, learn from and serve community members.
- c. To raise money and advocate on behalf of a charity of choice.
- d. To work out financial details with the Treasurer.
- e. To update the presiding officer on the progress of the committee.

F. Social Committee

The powers and the duties of the Social Committee include but are not limited to

- a. To plan and organize all social 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 work with Press/Public Relations Committee to publicize events through flyers, newspapers, etc.
- e. To update the presiding officer of the progress of the committee.

G. Sports Committee

The powers and duties of the Sports Committee include but are not limited to:

- a. To organize and decide on which sporting events to participate in.
- b. To organize practice schedules when necessary.
- c. To recruit players as necessary.
- d. To reserve appropriate facilities and equipment in addition to providing adequate staffing for each event.
- e. To work out financial details with the Treasurer.
- f. To update the presiding officer of the progress of the committee.
- g. To uphold a dedication to the physical, mental, and hereby overall wellness of executive and general members.

H. Filipino Intercollegiate Networking Dialogue (FIND) - District VII Representatives

The powers and duties of the FIND Committee include but are not limited to:

- a. To ensure at least one representative from OYFA is present at District 7 meetings.
- b. To synchronize OYFA events with other District 7 schools so that conflicting events are avoided.
- c. To inform members of all District 7 dates and events.
- d. To provide members with current dates of FIND Dialogues and Conferences.
- e. To provide delegates from OYFA the opportunity to attend Dialogues/Conferences.
- f. To network with other FIND schools.
- g. To support and promote Standardizing Filipino American Studies (SFAS) and other FIND programs.
- h. To work out financial details with the Treasurer.
- i. To promote awareness of Filipino American History Month in October.
- j. To update the presiding officer of the progress of the committee.

I. Advocacy Committee

The powers and duties of the Advocacy committee include but are not limited to:

- a. To seek and obtain the necessary funding to implement the Advocacy program.
- b. To educate the general body on current issues affecting Filipino and Filipino-American people.
- c. To plan and execute events related to Filipino American History Month by establishing a committee and organizing people power.
- d. To collaborate with the PR committee to actively promote the advocacy program to the University community.
- e. To collaborate with the Cultural and Historic Committee on projects that will promote Filipino culture, history, and heritage.
- f. To network with faculty, administration, surrounding communities, and other potential supporters to increase the development of Advocacy.
- g. To oversee the progress of the Advocacy program and make recommendations to the Executive Council as necessary.
- h. To work out financial details with the Treasurer.
- i. To update the presiding officer of the progress of the committee.

J. Webmaster Committee

The powers and duties of the Webmaster Committee include but are not limited to:

- a. To maintain a working and updated OYFA Webpage on the internet.
- b. To work in conjunction with the other committees as necessary to develop software essential to OYFA events and projects.

- i. To help the Membership Committee with releasing big/little pairing emails.
- c. To maintain technical literacy among the organization.
- d. To update the presiding officer of the progress of the committee.

K. Scholarship Endowment Committee

The powers and duties of the Scholarship Endowment Committee include but are not limited to:

- a. To keep records of the funds for the OYFA Excellence Scholarship and to report to the Treasurer once a semester.
- b. To present a timeline to the Executive Board at the beginning of each semester of events and fundraisers to increase funds to get the OYFA Scholarship endowed.
- c. To organize and implement a mentor program whereby OYFAns are paired with prominent, successful alumni in their field of interest.
- d. To form a network of pre-professional students within the organization whereby First Years obtain advice from upperclassmen.
- e. To maintain an Alumni Career Database, in order to facilitate networking opportunities and career advancement with the general body
- f. To update the presiding officer of the progress of the committee.

BY-LAW ARTICLE III: Attendance Policy of Board and Council Members

Section 1: Unexcused Absences

- A. An unexcused absence is an absence that was not acknowledged or authorized by the Vice-President.
- B. The Executive Board and the Executive Council Committee Co-Chairs are allowed only one unexcused absence per semester from Executive Board/Council meetings, one unexcused absence per semester for General meetings and three unexcused absences per semester for all OYFA sponsored events.
- C. OYFA sponsored events are events provided to OYFA Executive Council Members and/or general members. OYFA sponsored events include but are *not* limited to Symposia, Guest Speaker Series, sponsored dances or parties, cultural events (Barrio Fiesta and Culturefest) and Elections.

Section 2: Excused Absences

- A. Excused absences include but are not limited to: reasonable illness, family emergency, midterms/final exams, conflict with class schedule, trips sponsored by the University of Virginia, interviews and religious holidays. Absences due to out of town trips and other extenuating circumstances shall be discussed with the Vice President prior to the event in order to be excused.
- B. While attendance and participation is at the forefront of the organization, leaves of absences due to physical or mental health are permitted to ensure the wellbeing of students.
- C. Absences shall be excused via a written confirmation from the Vice-President prior to the meeting or event. All decisions with respect to the Attendance Policy will be at the discretion of the Vice-President.

Section 3: Consequences

- A. More than one unexcused absence from Executive Board/Council meetings, more than one unexcused absence from general meetings or more than three unexcused absences from OYFA sponsored events per semester will result in a written warning. If the officer shows no signs of improvement, they will then meet with their overseeing officer. If the officer shows no improvement after that, they will meet with the executive board. If attendance is not improved after these meetings, the officer will be subject to impeachment.

APPENDIX

ARTICLE VII: Voting Scenarios

Section 1. Executive Board Elections

- A. Contested Elections (2 candidates or more)
 - a. After the mandatory deliberation and 2 extended deliberations, voting with simple majority occurs with the choices of the candidates, "Abstain", and "Interim".
 - i. If 1 candidate reaches a simple majority of over 50%, this candidate is elected into the position.
 - ii. If 0 candidates reach a simple majority of over 50%, the moderating party will reopen one deliberation for 10 minutes and will proceed into a plurality vote with the choices of the candidates and "Interim".
 - 1. The candidate with the highest vote count will be elected into the position.
 - a. In the case that there is a two-way tie of the highest votes, the moderating party will reopen deliberation the fifth

time and will proceed into a final plurality vote. If there is no clear winner after the final revote, the position is left open and will move into Interim Interviews.

- i. This is the only exception against going over the limit of total Deliberations in ARTICLE VI: Section 2.e.ii.
 - b. In the case that “Interim” has the highest number of votes, no candidate will be elected in, and the position will be left open and will move into Interim Interviews.
- iii. If “Interim” reaches a simple majority of over 50%, no candidate will be elected into the position.
- iv. If “Abstain” reaches over 25% of votes, the moderating party will reopen one deliberation for 10 minutes and will proceed into a plurality vote with the choices of the candidates and “Interim”.
 1. The candidate with the highest number of votes will be elected into the position.
 - a. In the case that there is a two-way tie of the highest votes, the moderating party will reopen deliberation the fifth time and will proceed into a final plurality vote. If there is no clear winner after the final revote, the position is left open and will move into Interim Interviews.
 - i. This is the only exception against going over the limit of total Deliberations in ARTICLE VI: Section 2.e.ii.
 - b. In the case that “Interim” has the highest number of votes, no candidate will be elected in, and the position will be left open and will move into Interim Interviews.

B. Uncontested Elections (1 candidate)

- a. After the mandatory deliberation and two extended deliberations, voting with simple majority occurs with the choices of the candidate, “Abstain”, and “Interim”.
 - i. If the candidate reaches a simple majority of over 50%, the candidate is elected into the position.
 - ii. If the candidate does not reach a simple majority of over 50%, the moderating party will reopen one deliberation for 10 minutes and will proceed into a plurality vote with the choices of the candidate or “Interim”.
 1. If the candidate receives the higher number of votes, they will be elected into the position.
 2. In the case that “Interim” has the highest number of votes, no candidate will be elected in, and the position will be left open and will move into Interim Interviews.

- iii. In the case that the number of “Abstain” votes is within two votes of the total number of votes for the popular candidate, the moderating party will reopen one deliberation for 10 minutes and will proceed into a plurality vote with the choices of the candidate and “Interim”.
 - 1. If the candidate receives the higher number of votes, they will be elected into the position.
 - 2. In the case that “Interim” has the highest number of votes, no candidate will be elected in, and the position will be left open and will move into Interim Interviews.

Section 2. Executive Council Elections

A. Contested Elections (3 candidates or more)

- a. After the mandatory deliberation and one extended deliberation, voting with simple majority occurs with the choices of the candidates, “Abstain”, and “Interim”.
 - i. If 2 candidates reach a simple majority of over 50%, the two candidates will be elected into the positions.
 - ii. If one candidate reaches a simple majority of over 50%, the candidate is elected into the position and the moderating party will reopen one deliberation for 10 minutes for the remaining candidates and will proceed into a plurality vote with the choices of the remaining candidates and “Interim”.
 - 1. The candidate with the highest vote count will be elected in.
 - a. In the case that there is a tie of the highest votes, the moderating party will reopen deliberation a fifth time and will proceed into a final plurality vote. If there is no clear winner after the final revote, the position is left open and will move into Interim Interviews.
 - i. This is the only exception against going over the limit of total Deliberations in ARTICLE VI: Section 2.C.h.
 - b. In the case that “Interim” has the highest number of votes, no candidate will be elected in, and the second Chair position will be left open and will move into Interim Interviews.
 - iii. If 0 candidates reach a simple majority of over 50%, the moderating party will reopen one deliberation for 10 minutes for the candidates and will proceed into a plurality vote with the choices of the candidates and “Interim”.

1. The 2 candidates with the highest number of votes will be elected into the positions.
2. In the case that there is at least a three-way tie of the highest votes, the moderating party will reopen deliberation a fifth time and will proceed into a final plurality vote. If there is no clear winner after the final revote, the positions are left open and will move into Interim Interviews.
 - a. This is the only exception against going over the limit of total Deliberations in ARTICLE VI: Section 2.C.h.
3. In the case that "Interim" has the highest number of votes, only the "ghost candidate" is elected into the position and another round of plurality voting ensues without deliberation with the choices of the candidates and "Interim".
 - a. The candidate with the highest number of votes will be elected into the second Chair position.
 - b. In the case that "Interim" has the highest number of votes, a second "ghost candidate" will be elected into the second Chair position. Interim Interviews will be conducted for both positions.
4. In the case that "Interim" has the second highest number of votes, the candidate with the highest number of votes and a "ghost candidate" will be elected into the position. Interim Interviews will be conducted for the second Chair position.
- iv. In the case that "Interim" reaches a simple majority of over 50%, one "ghost candidate" is elected into the position. The moderating party will reopen one 10 minute deliberation for the remaining candidates and will proceed into a plurality vote with the choices of the remaining candidates and "Interim".
 1. The candidate with the highest number of votes will be elected into the second Chair position.
 2. In the case that "Interim" has the highest number of votes, a second "ghost candidate" will be elected into the second Chair position. Interim Interviews will be conducted for both positions.
- v. In the case that "Abstain" reaches over 25% of votes, the moderating party will reopen one 10 minute deliberation for the candidates and will proceed into a plurality vote with the choices of the candidates and "Interim".
 1. In the case that candidates have the top two highest number of votes, they will be elected into the position.
 2. In the case that there is at least a three-way tie of the highest votes, the moderating party will reopen deliberation a fifth time

and will proceed into a final plurality vote. If there is no clear winner after the final revote, the positions are left open and will move into Interim Interviews.

- a. This is the only exception against going over the limit of total Deliberations in ARTICLE VI: Section 2.C.h.
3. In the case that “Interim” has the highest number of votes, only the “ghost candidate” is elected into the position and another round of plurality voting ensues without deliberation with the choices of the candidates and “Interim”.
 - a. The candidate with the highest number of votes will be elected into the second Chair position.
 - b. In the case that “Interim” has the highest number of votes, a second “ghost candidate” will be elected into the second Chair position. Interim Interviews will be conducted for both positions.
 - c. In the case that “Interim” has the second highest number of votes, the candidate with the highest number of votes and a “ghost candidate” will be elected into the position. Interim Interviews will be conducted for the second Chair position.

B. Uncontested Elections (1-2 candidates)

- a. After the mandatory deliberation and one extended deliberation, voting with simple majority occurs with the choices of the candidates, “Abstain”, and “Interim”.
 - i. If both candidates reach a simple majority of over 50%, both candidates will be elected into the position.
 - ii. If one candidate reaches a simple majority of over 50%, the candidate is elected into the position and the moderating party will reopen one deliberation for 10 minutes and will proceed into a plurality vote with the choice of the remaining candidate and “Interim”.
 1. If the second candidate has the higher number of votes, they will be elected into the position.
 2. In the case that “Interim” has the higher number of votes, a “ghost candidate” will be elected into the second Chair position. Interim Interviews will be conducted for the second position.
 - iii. If 0 candidates reach a simple majority of over 50%, the moderating party will reopen one deliberation for 10 minutes for the candidates and will proceed into a plurality vote with the choices of the candidates and “Interim”:

1. If both candidates reach the top 2 highest number of votes, both candidates will be elected into the position.
 2. In the case that "Interim" has the highest number of votes, one "ghost candidate" is elected into the position and another round of plurality voting ensues without deliberation with the choices of the remaining candidate and "Interim".
 - a. If a candidate has the highest number of votes, they will be elected into the second Chair position.
 - b. In the case that "Interim" has the highest number of votes, a second "ghost candidate" will be elected into the second Chair position. Interim Interviews will be conducted for both positions.
 3. In the case that "Interim" has the second highest number of votes, the candidate with the highest number of votes and a "ghost candidate" will be elected into the position. Interim Interviews will be conducted for the second Chair position.
- iv. In the case that "Interim" reaches a simple majority of over 50%, one "ghost candidate" is elected into the position. The moderating party will reopen one 10 minute deliberation for the remaining candidates and will proceed into a plurality vote with the choices of the candidates and "Interim".
1. If a candidate has the highest number of votes, they will be elected into the second Chair position.
 2. In the case that "Interim" has the highest number of votes, a second "ghost candidate" will be elected into the second Chair position. Interim Interviews will be conducted for both positions.
- b. If the number of "Abstain" votes is within two votes of the total number of votes for the popular candidate, the moderating party will reopen for one 10 minute deliberation for the candidates and will proceed into a plurality vote with the choices of the candidates and "Interim".
- i. If both candidates reach the top 2 highest number of votes, both candidates will be elected into the position.
 - ii. In the case that "Interim" has the highest number of votes, one "ghost candidate" is elected into the position and another round of plurality voting ensues without deliberation with the choices of the remaining candidate and "Interim".
 1. If a candidate has the highest number of votes, they will be elected into the second Chair position.
 2. In the case that "Interim" has the highest number of votes, a second "ghost candidate" will be elected into the second Chair

position. Interim Interviews will be conducted for both positions.

- iii. In the case that "Interim" has the second highest number of votes, the candidate with the highest number of votes and a "ghost candidate" will be elected into the position. Interim Interviews will be conducted for the second Chair position.