



# Barkada of SCU Constitution

(revised March 27, 2020)

## NOTE:

Any Multicultural Center and Santa Clara University policy takes precedence over any rules and regulations stated in this constitution.

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## **ARTICLE I - NAME**

### **Section I: Name**

- A. The official name of this club is “Barkada of Santa Clara University.” Loosely translated, Barkada means: “a group of friends.”

### **Section II: History**

- A. Established in 1983.
- B. Founded by Gem & Butch Yabut and Ronald Martinez.
- C. One of the six founding organizations in the Multicultural Center.

### **Section III: Visual Identity**

- A. Logo
  - a. This is the current official logo, implemented by Trent Kelsall in Fall 2018:



- a.
  - b. The following are approved logo variations:



- i.
    - ii. In graphics for flyers and other items, the logo's color scheme may be altered at the discretion of the Visual Branding Chair to match the look of a flyer or other graphics
    - iii. The logo may be placed partially behind other elements in flyers, to the extent that the text in the logo is still legible
  - c. The official logo, or an approved variation, should be incorporated into all visual graphics representing Barkada of Santa Clara University. The logo can be substituted in select cases by the text, "Barkada of SCU," under the discretion of the Visual Branding Chair.
  - d. To maintain brand consistency, the logo may only be changed once every 4 years by a unanimous vote of a newly elected board to be implemented for the following school year (i.e. If a logo is first implemented in Fall 2018, a new logo cannot be put into effect until Fall 2022).

## **ARTICLE II - MISSION STATEMENT**

### **Section I: Mission Statement**

- A. The mission of Barkada of Santa Clara University (hereinafter referred to as Barkada of SCU) is to promote the awareness of the Filipino culture and community on the SCU campus through education, networking, social justice, and social activities/events while upholding its heritage, traditions, and relationships.

## **ARTICLE III - MEMBERSHIP**

### **Section I: Eligibility of Membership**

- A. The only condition for membership is that the individual be a college student (full or part-time, graduate or undergraduate). Club membership is open to students of any race, religion, sexual orientation, gender identity, color, creed, handicap, or national/ethnic origin. Grade point average, marital status, or involvement in other SCU clubs, are not considered as criteria in accepting members.

### **Section II: Membership and Dues**

- A. Membership will be issued to the students who have paid their dues (dues are non-refundable).
- B. The cost of membership dues is subjected to the Director Board's discretion.
- C. Membership begins when payment is given and is valid until the end of the academic year.
- D. Members will be informed of member privileges and expectations at the time they sign up and pay for membership.

### **Section III: Cancellation of Membership**

- A. Membership may be canceled only if the following condition is satisfied:
  - a. The Director Board, upon a  $\frac{2}{3}$  majority vote, reserves the right to terminate a student's membership due to member misconduct.

## **ARTICLE IV - GOVERNING BODY AND ELECTIONS**

### **Section I: The Governing Body**

- A. The governing body of the organization is the Director Board. The Director Board consists of the following officers and responsibilities. The responsibilities include, but are not limited to:
  - a. Co-Chairs (2)
    - i. Head the Director Board
    - ii. Preside over all meetings
    - iii. Supervises all club activities

- iv. Serve as resource for critical information to the Director Board
- v. Have a general direction to take Barkada
- vi. Communicate with Administration
- vii. Delegate tasks to the Director Board
- viii. Communicate with other MCC Club presidents, MCC Director, and Associate Director
- b. MCC Representative (1)
  - i. Represents Barkada as a member of the MCC Executive Board
  - ii. Acts as a liaison between Barkada, other MCC clubs, and the MCC Executive Board
  - iii. Responsible for keeping general members informed and aware of the happenings in the MCC
  - iv. Plan events that correspond to the MCC checklist
  - v. Educates general club members on the history of the MCC
- c. Social Chair (1)
  - i. Plans and coordinates social club activities
  - ii. Coordinate the Kuya/Ate-Ading (KAA) program and all related events
  - iii. Assists in promotion of club activities
  - iv. Collaborate with the Public Relations Chair and Visual Branding Chair to post events and information to social media in a timely manner.
- d. Friendship Games Coordinator (1) - Fall Quarter ONLY
  - i. Responsible for all logistical planning including but not limited to housing, transportation, and budget
  - ii. Responsible for all creative decisions including but not limited to theme, SPUF, and Roll Call including but not limited to theme, SPUF, and Roll Call
  - iii. Organize necessary committees for Friendship Games
  - iv. Communicates with official Friendship Games Committees
- e. Finance Director (1)
  - i. Responsible for handling club finances
  - ii. Handles ASG budget requests and reimbursements
  - iii. Reports on cash inflow/outflow as needed
  - iv. Provides budget summaries and forecasting
  - v. Delegates appropriate funding
  - vi. Responsible for contacting outside businesses and organizations regarding fundraising events
- f. Visual Branding Chair (1)
  - i. The Visual Branding Chair (also referred to as the Graphic Designer) controls the aesthetic and visual imagery of Barkada
  - ii. Create Mailchimp email/newsletter templates
  - iii. Review newsletters from the PR Director before they are sent
  - iv. Create Flyers and infographics
  - v. Make a t-shirt design for Barkada's general members

- vi. Create anything else relevant to the visual image of Barkada
- vii. Collaborate with the PR Director and Social Chair to post events and information to social medias in a timely manner
- viii. Collaborate with the PCN publicity team to ensure Barkada's image is consistent with the public portrayals of PCN (e.g. putting the logo somewhere on the show program, t-shirts, etc.)
- g. Public Relations Director (1)
  - i. Write and send emails and weekly newsletters (after receiving input from the Graphic Designer) regarding general meetings and club events
  - ii. Use creative writing skills to build accurate and fun descriptions for events
  - iii. Maintain the Alumni Network (Newsletter)
  - iv. Maintain a sign up sheet and contact information for general members
  - v. Collaborate with the Visual Branding Chair and Social Chair to post events and information to social media in a timely manner
  - vi. Acts as liaison to other community and school organizations
- h. Cultural Director (1)
  - i. Organizes culture-related events to educate club members
  - ii. Presents an educational blurb at each general club meeting, unless specified otherwise
  - iii. Responsible for planning Barrio Fiesta
- i. Outreach Coordinator (1)
  - i. Organizes all community and high school outreach activities
  - ii. Liaison to outside nonprofit and community service organizations
- j. Historian (1)
  - i. Documents all events throughout the academic year through any available type of media
  - ii. Maintains club websites and provides recaps in online media (e.g. Youtube)
  - iii. Takes minutes at weekly Director Board meetings
  - iv. Serves as a resource for club history
  - v. Organize and provide an archive of past events and meetings for the purpose of future improvements and advice and reference when constructing the Barkada MCC Checklist
  - vi. Responsible for adding footage to the Barkada archive and passing it down to the next historian
  - vii. Before updating the Constitution, the Historian shall download and archive the original document in the Constitution Drafts folder, located in Barkada of SCU's Google Drive.
- k. PCN Directors (2)
  - i. Responsible for production of annual Pilipino Cultural Night (PCN)
  - ii. Reserves venue for PCN
  - iii. Responsible for coordinating Production Staff for PCN
  - iv. Acquire knowledge of theatre and theatre etiquette through Mayer Staff

- v. Works with Associated Student Government and Center for Student Involvement for funding and event planning requirements, respectively
- vi. Only one PCN Director is a board member.
- vii. There should be two total PCN Directors. Under the discretion of the Director Board, there can be up to three PCN Directors.

I. Freshman Representatives (2)

- i. Acts as a default proxy for the other Directors
- ii. Acts as a liaison between Barkada and incoming freshmen
- iii. Organizes one (1) event per academic year
- iv. Unifies Freshman class
- v. Maintains a roster of the Freshman class and maintain contact with the Freshmen
- vi. Communicates with other MCC Freshman Representatives
- vii. Present Fil Am spotlight and Word of the week in general meetings

m. Optional: Senior/Student Advisor (1)

- i. Provides insight into past Barkada experiences
- ii. Boosts morale in the Director Board
- iii. Organizes board bonding activities
- iv. This position is appointed, not elected. See Section II: Elections.

B. Attendance

- a. It is mandatory that all Directors attend all general and board meetings, unless excused.
- b. It is mandatory that all Directors attend all Barkada of SCU Club events, unless excused.
- c. Directors who anticipate being absent for meetings or events must directly notify the Co-Chairs well in advance prior to the start of the meeting or event, and vice-versa.
- d. Failure to comply with the above is punishable at the discretion of the Director Board.

C. Behavior

- a. All Barkada of SCU Board members must:
  - i. Act in a professional manner
  - ii. Have work done in a timely manner
  - iii. Have disputes settled between each other or with the Co-Chairs as moderators

## Section II: Elections

- A. Any paid club member in good standing may run for office. Anyone interested in running for a position on Director Board must be present for the entire school term (cannot study abroad or be away for a quarter). For exceptions, see Special Circumstances.
  - a. Co-Chairs must have at least one year of board experience to be eligible to run.
- B. Anyone who has attended at least one other general meeting is allowed to vote, regardless of Membership Status.

- C. Elections are held during the end of the school year (must take place prior to MCCBearys).
- D. The term of newly elected officers starts immediately after the new complete Board of Directors is elected, taking office at the end of the current year. The newly elected officers remain in council until the end of the following academic year except the Friendship Games Coordinator, who is only on the Director Board until the end of Fall Quarter
  
- E. Election Process
  - a. To be eligible to run for any position, one must submit a Letter of Intent to the official Barkada of SCU email, briefly stating what position he/she is running for
    - i. The deadline for the Letter of Intent is subject to discretion by the current Co-Chairs.
    - ii. PCN Director candidates must submit their letter of intent via e-mail and indicate who their Co-Director(s) are. They are elected as a set team, not as individuals.
    - iii. Any candidates that have abroad plans must state this in their letter of intent and election speech.
  - b. Elections are done by secret ballot during a general meeting (see Historian for Ballot Template).
    - i. The choices given for voting are "Yes," "No," and "Abstain." Each candidate will receive a check box next to their name. A check in that box will count as a yes and a blank box will count as a no. Abstain will be given as an option for the entire position.
    - ii. Ballots that are left blank shall be considered as an "Abstain" vote.
    - iii. If there are 50% +1 votes for "Yes," then the candidate shall be declared as elected.
      - 1. If this is not the case, there will be a runoff election between the top candidates, under the discretion of the Director Board. In the runoff election, the candidates are subject to another 1 minute speech and Q&A session.
    - iv. Any ballot that has an incorrect number of votes shall be discarded.
    - v. In the event that complications arise during the election process, the current board has jurisdiction on how to deal with those complications.
  - c. Elections are a two-week process, with half of the Director Board positions being elected each week. The Co-Chairs are usually elected in the first week.
  - d. Each Freshman Representative must be a first-year. They must be elected in the month of October.
    - i. Both first-years and the director board vote for Freshman Representative.
    - ii. Each board member vote will be less than or equal to one vote, up to the discretion of the Director Board, depending on the Freshman class size.



- e. Student Advisor is not an elected or required position. After the new Director Board is elected, the new Co-Chairs can choose a Barkada member to be their Student Advisor, if they would like to have one. The nominee does not have to accept the position. Student Advisor does not need to have senior standing.
- F. Vacancy of Director Board officers
  - a. Co-Chairs
    - i. If one of the Co-Chair positions is vacated, the Director Board may have the other Co-Chair as the sole Chairman or President, or have an existing director elected as interim Co-Chair until the next general election. The position left vacated may be fulfilled through a general member election.
    - ii. If both of the Co-Chair positions are vacated, the Director Board shall, at their discretion, elect two Director Board officers from current Barkada board as interim Co-Chairs until the next general (members) election.
  - b. If any other Director Board position is vacated, the Director Board shall, at their discretion, hold an election or appoint a replacement, with the general opinion of its club members highly regarded.
- G. Removal of Director Board officers
  - a. A Director may be removed from an office with a  $\frac{2}{3}$  majority vote of Director Board.
  - b. If the Board officer is removed, the Director Board, under their discretion, may hold an election or appoint a replacement.
- H. Special Circumstances
  - a. If a person running for board will be studying abroad, they may only run for the position of Public Relations Director or Visual Branding Chair and must be a returning board officer. However, only one of these two positions may be offered as the abroad option.
    - i. This decision is also under the discretion of the current Director Board. The Director Board must announce which position study abroad students are eligible for before nominations.
    - ii. This rule may be changed under the discretion of the current Director Board.
  - b. In the case where voter turnout may be minimal, the Director Board can set a minimum number of votes in order for the election to be valid

## **ARTICLE V - GENERAL MEETINGS**

### **Section I: Meetings**

- A. General meetings are scheduled on a weekly basis in cooperation with the other MCC clubs.
- B. Director board meetings are scheduled weekly and are based upon the schedules of the current Directors.

- C. Club members are encouraged to make an effort to attend all meetings. Although attendance is not mandatory, it is to the member's advantage to be aware and engage in all club matters.
- D. Any severe behavioral misconduct is ground for removal from the meeting.
- E. Any subsequent misconduct thereafter is ground for cancellation of membership, by discretion of the Director Board.

## **ARTICLE VI - CONSTITUTIONAL AMENDMENTS**

### **Section I: Amendment Process**

- A. This Constitution is subject to change by each Director Board.
  - a. Before updating the Constitution, the Historian shall download and archive the original document in the Constitution Drafts folder, located in Barkada of SCU's Google Drive.
  - b. Each amendment must be approved by  $\frac{2}{3}$  vote of the Director Board.
  - c. Upon approval, the amendment shall be added appropriately to this Constitution, and the revision date shall be updated.
  - d. The amendment takes effect in the following academic quarter after it has been added to the Constitution.