

Constitution

Iowa State University Vietnamese Student Association

Last Updated: 05/16/2016

Article I: Name

The name of this organization shall be the Vietnamese Student Association at Iowa State University. The organization may also be recognized as the Vietnamese Student Association or VSA.

Article II: Purpose

The purpose of the Vietnamese Student Association is to unite the Iowa State University community with the local Vietnamese community and to create more awareness about Vietnamese culture and history. We will do this through events along with school and community collaborations that not only promote Vietnamese culture and heritage, but also allow members to engage in leadership opportunities, team building, philanthropy, and individual growth.

Article III: Statement of Compliance

- a. Vietnamese Student Association abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.
- b. Vietnamese Student Association agrees to annually complete President's Training, Treasurer's Training and Adviser Training.

Article IV: Non-Discrimination Statement

Iowa State University Vietnamese Student Association does not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

Article V: Membership

- a. Membership is open to all Iowa State University students, faculty, and community members.
- b. 80% of members must be University of Iowa students. The minimum number of members is 5 not including the adviser(s).
- c. We accept new members any time during the academic year

Article VI: Risk-Management

The role of the risk management officer is to [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures to the Vietnamese Student Association, [c] to submit documentation to ISU's Risk Management Office and [d] to ensure that Iowa State

University policies are followed at all of the organization's events and [e] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

Article VII: Officers

Section 1: Qualifications and Eligibility

- a. Must attend majority (51%) of meetings and events.
- b. Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
- c. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
- d. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (b) and ©

Section 2: Duties

- a. All officer positions are a one (1) academic year commitment beginning with a transition period before the start of the fall semester.
- b. President: Shall conduct general and executive board meetings, act as liaison between the organization and Iowa State University and the local Vietnamese community, support the purpose of the organization as stated in Article II, organize events, and reapply for organization recognition as needed.
- c. Vice-President: The duties of the Vice-President shall be to perform all the duties of the President in his or her absence and to assist the President with the daily operations of the organization.
- d. Secretary: Shall send correspondences as requested by the President. The Secretary shall also be responsible for taking meeting minutes during general and executive meetings and will also be responsible for sending the minutes out following the meetings. The Secretary shall also be responsible for keeping an updated email and contact list of all members and alumni.
- e. Treasurer: Shall be responsible for the finances of the organization, maintain an accurate financial record of the organization's transactions, collect contributions, and be responsible for school funding and grant applications.

- f. Risk-Management: Meet all standards per article VI.
- g. Adviser: Meet all standards per article VIII.

Section 3: Elections

- a. Elections will be held once a year in the spring semester.
- b. Any member that has been present to the majority (51%) of meetings and events may be nominated to run.
- c. Candidates may nominate themselves or be nominated by other members of the organization.
- d. The election process will consist of candidates giving a two (2) minute platform followed by a Q&A and anonymous vote. Only those present will be allowed to vote, under no circumstances are absentee ballots given. The ballots will be counted by an impartial third party.
- e. If running unopposed, the candidate must receive at least a 3/4 approval vote to be granted the position.
- f. Members will be notified of elections no later than four (4) weeks in advance.

Section 4: Impeachment, Resignation, and Replacement

- a. Officers may be impeached and removed from office only by unanimous decision of the rest of the executive board.
- b. The executive board will notify the member being impeached and said member will be given two (2) weeks to present an appeal in writing to the executive board. Upon receiving the appeal, the executive board will review the appeal and notify the member of their final decision within one (1) week.
- c. An officer may resign from their position at any time. If an officer wishes to resign, a written statement must be submitted to the executive board at least two (2) meetings in advance.
- d. Upon impeachment or resignation of an officer, any member may run for the vacant position as long as they have attended the majority (51%) of meetings and events.
- e. The election process will consist of candidates giving a two (2) minute platform followed by a Q&A and anonymous vote. Only those present will be allowed to vote, under no circumstances are absentee ballots given. The ballots will be counted by an impartial third party.
- f. If running unopposed, the candidate must receive at least a 3/4 approval vote to be granted the position.

Article VIII: Advisor

- a. The role of the adviser will be to Give guidance to the members on the operations of the group such as risk management, fiscal matters, University policies, and any other topics as necessary and to authorize and sign all expenditures of the organization.

- b. The adviser shall be selected by the executive board.
- c. The adviser will serve at their leisure. There is no minimum or maximum amount of time that the adviser may serve the organization.
- d. If the adviser chooses to leave the organization, they must provide the executive board with a notice in writing at least two (2) weeks in advance. The adviser must also assist the executive board in finding a new adviser.
- e. The advisor may be impeached only under unanimous decision of the executive board. The executive board will notify the adviser and the adviser will be given two (2) weeks to present an appeal in writing to the executive board. Upon receiving the appeal, the executive board will review the appeal and notify the adviser of their final decision within one (1) week.
- f. If the position of adviser becomes vacant, the executive board will find and appoint a new adviser.

Article IX: Finances

- a. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The adviser to this organization must approve and sign each expenditure before payment.
- b. No dues will exist.

Article X: Amendments and Ratification

- a. Anyone may propose amendments to the constitution which will then be reviewed by the executive board.
- b. Upon approval by the executive board, all members will vote on proposed amendments.
- c. The constitution may be ratified if the proposed amendments receive at least $\frac{3}{4}$ approval.
- d. Changes in the constitution and bylaws must be submitted to the Student Activity Center within a week of the change.