

**Constitution of the
Iowa State University Vietnamese Student Association**

isuvsa@gmail.com

Updated on 4/21/2023

Preamble

In order to promote an understanding of the Vietnamese culture within the university communities and the community at large, to develop and execute a program that supports university students, to provide opportunities for greater expression of Vietnamese culture, and to represent Vietnamese Students at Iowa State University, the Iowa State Vietnamese Student Association is hereby established.

Article I: Name

The name of this organization shall be the Vietnamese Student Association at Iowa State University or ISU 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, and school and community collaborations, that promote Vietnamese culture and heritage and 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 based on 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. Any member, Executive Board, or General Board who violates shall be removed.

Zero Tolerance Policy

- a. The Iowa State University Vietnamese Student Association is committed to providing an environment free from harassment and abuse, including sexual assault, harassment,

and abuse or misconduct based on any other characteristics protected by federal, state, or local discrimination laws.

b. The Iowa State University Vietnamese Student Association defines harassment as any unwanted physical or verbal conduct that offends or humiliates the recipient, any interference with their ability to advise related consequences, and or any reasonable person would have known would be unwelcome. Examples of harassment include racial or sexual slurs, name-calling, racist or sexual jokes, stereotyping, physical assault, bullying, threats, demeaning pictures, posters, graffiti, or clothing.

c. Failing this policy shall have members banned from attending any VSA events.

Article V: Membership

Requirements

a. Membership is open to all Iowa State University students, faculty, and community members, with being open to students interested in Vietnamese culture, regardless of race, color, gender, sexual orientation, or disability.

b. Membership is open to everyone in the community who is interested in Vietnamese culture, community outreach, and leadership development.

c. We will admit new members by familiarizing them with our organization and its goals. We will include their names on the mailing list.

d. Membership benefits include access to all organization events, socials, and fundraisers and determining eligibility for conference and leadership opportunities.

e. There is a \$15 annual membership fee or a \$ 10-semester fee to participate in the Vietnamese Student Association. Fees include event supplies, events, food, etc.

f. We accept new members anytime 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] submit documentation to ISU's Risk Management Office,

[d] ensure that Iowa State University policies are followed at all of the organization's events and

[e] ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

Article VII: Executive Board Members

Section 1: Qualifications and Eligibility

a. Must attend the majority (75%) of meetings and events.

- b. Must 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 before 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 2.0. For this provision to be met, at least six hours (halftime credits) must have been taken for the semester under consideration. This will be kept track by the President.

Section 2: Executive Board Member Integrity

- a. The Iowa State University Vietnamese Student Association will operate as a non-profit organization.
- b. ISU VSA Executive Board members shall not use the organization's money and property for their benefit.
- c. ISU VSA Executive Board members shall support other board members outside their primary responsibility.
- d. ISU VSA Executive Board members shall consult the board immediately if they are unsure about their role or designated task.

Section 3: Duties

All officer positions are a one (1) academic year commitment beginning with a transition period before the start of the fall semester. All executive board members are expected to attend, contribute, and participate in every general and executive board meeting. All officers must also promote the organization via social media or in person.

President:

- a. Ensure the organization complies with the principles outlined in this constitution.
- b. Serve as the executive officer and conduct general meetings and board meetings as well as activities
- c. Delegate tasks and responsibilities
- d. Set goals, visions, and agendas for the executive board members and the organization
- e. Act as the bridge between the organization, Iowa State University, and the local Vietnamese community.
- f. Support the organization's purpose as stated in Article II, organize events, and reapply for organization recognition.

- g. Promote communication and coordination among ISU VSA executive members and general members.
- h. Ensure that activities and operations achieve the mission, goals, and objectives of ISUVSA

Internal Vice President:

- a. Assist the President and assume their duties when the President is absent.
- b. Facilitate relationships with University Organizations.
- c. Monitor and inform the ISU VSA board of the progress of activities, events, and programs, and plan for the organization and school events
- d. Coordinate plans and guide the executive board when needed and give out directions.
- e. Ensure that board members are carrying out their responsibilities and completing task in a timely manner
- f. Responsible for leading the planning and execution of the Anh, Chi/Chanh, Em (A.C.C.E) family program and ACCE reveal

External Vice President:

- a. Assist the President and assume their duties when the President is absent.
- b. Facilitate relationships with University Organizations.
- c. Monitor and inform the ISU VSA board of the progress of activities, events, and programs, and plan for the organization and school events
- d. Coordinate plans and guide the executive board when needed and give out directions.
- e. Maintain communication and relations with other organizations
- f. Responsible for coordinating the internship program

Secretary:

- a. Manage the ISU VSA email and send newsletters regarding events and announcements
- b. The Secretary shall also be responsible for maintaining records of ISU VSA executive board meetings and general board meetings.
- c. The Secretary shall also keep an updated email and contact list of all members and alumni.
- d. Responsible for writing and sending out weekly newsletters to general members
- d. Reserve rooms for meetings and ISU VSA events.

Treasurer:

- a. Shall be responsible for the finances of the organization
- b. Maintain an accurate financial record of the organization's transactions

- c. Secure funding for ISUVSA's expenses through fundraisers, sponsors, or grants
- d. Be responsible for ISUVSA'S financial account
- e. Monitor and report ISUVSA's financial status to the board before and after each event
- f. Monitor and report any money raised by fundraising activities

Event Planner:

- a. Shall work with the President and Treasurer to coordinate meetings and events
- b. Plan and describe the logistics of the events
- c. Oversee social and cultural reports
- d. Plan social events in detail before, during, and after the event.
- e. Be available at VSA events to answer any specific questions from general members
- f. Acquire all materials needed for ISUVSA events with treasurer

Fundraising Chair:

- a. Shall be responsible for planning Fundraising events to raise funds for ISUVSA
- b. Work with the event planner to host fundraising events
- c. Manage and propose fundraising campaign for the Collective Philanthropy Project and other community issues
- d. Outreach to local businesses and corporations for sponsorships
- e. Seek volunteer opportunities to raise funds for ISUVSA
- f. Promote the education and awareness about the organization of the Collective Philanthropy Project

Design Chair:

- a. Shall create visual and creative assets to promote events
- b. Brand and reinforce ISU VSA image
- c. Update the ISU VSA website
- d. Create graphics and general board meeting presentations to fit with ISUVSA's theme

Public Relations Chair :

- a. Shall promote ISU VSA's image on social media
- b. Shall post content designed by Design Chair
- c. Shall manage posts, birthday shoutouts, and updates
- d. Shall keep records of follower count on Instagram
- e. Maintain and establish relations with external VSAs
- f. Shall take photographs and videos at VSA events and socials.

Senior Student Advisor

- a. The role of the advisor 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 executive board shall select the advisor.
- c. The advisor will serve at their leisure. There is no minimum or maximum amount of time that the adviser may serve the organization.
- d. If the advisor chooses to leave the organization, they must provide the executive board with written notice 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 the 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 advisor position becomes vacant, the executive board will find and appoint a new adviser.

Section 4: Executive Board Member Applications

- a. ISUVSA E-Board Applications will be available during the later half of the academic spring semester each year
- b. All applicants must complete and submit the application specific to the board position they would like to run for before the application deadline
- c. If an applicant wishes to run for more than one position, they must complete and submit all applications specific to those positions
- d. ISUVSA current E-Board will evaluate the applications after elections are completed

Section 5: Executive Board Member Elections

- a. Elections will be held once a year in the spring semester. The new officers shall begin their terms of office once the school year ends
- b. Any member present to the majority (75%) of meetings and events may be nominated to run. This will be kept tracked and maintained by the secretary
- c. The election process will consist of candidates giving a two-three minute speech followed by a Q&A session and an anonymous vote via google form. Only those present at elections will be allowed to vote with the form, and under no circumstances are absentee ballots given. Current E-Board will count the ballots.
- d. If running unopposed, the candidate must receive at least a 3/4 approval vote to be granted the position.
- e. Members will be notified of elections no later than four (4) weeks in advance.
- f. Running officers must show up in business attire.
- g. Members running for their position must come to the election unless of an emergency

Section 6: Impeachment, Resignation, and Replacement of Executive Board Members

Any executive board member may be impeached by the executive board. Any executive Board members facing impeachment may have a chance to defend themselves in front of the executive board. Any executive board member may be impeached if most of the executive board votes favor impeachment.

- a. Officers may be impeached and removed from office only by unanimous decision of the rest of the executive board due to failure to perform constitutionally required duties
- b. The executive board will notify the impeached member, and the 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 (75%) of meetings and events.

Section 7: Removal of General Board Members

A member of ISU VSA will be removed and withdrawn under the following circumstances:

- a. Members who abuse or violate the rights and privileges of other members
- b. Members who wish to withdraw from their Membership voluntarily
- c. Members who violate local, state, and federal laws and regulations while being members
- d. Members who violate Iowa State University policies and procedures while being a member

Article IX: Finances

a. All finances belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and 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. The funding sources will come from
 - i. Dues from general members (\$15 for the year and \$10 for the semester)
 - ii. Sales and fundraising
 - iii. Sponsors and social collaborations

Article X: Amendments and Ratification

- a. Anyone may propose amendments to the constitution, which the executive board will review.
- 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.

Ratified by William Phan 4/21/2023