

The Constitution of the Filipino-American Student Association



Western Washington University

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Preamble

We, the members of the Filipino-American Student Association of Western Washington University, in order to maintain our association as a campus organization, do hereby adopt this constitution.

Article 1: Name, Nature, and Location

Section 1: The official name of this organization shall be called the Filipino-American Student Association, hereafter referred as FASA.

Section 2: This organization shall be non-profit and shall operate and function in accordance within the rules set forth by the FASA Constitution.

Section 3: This organization shall represent Western Washington University, hereafter referred as WWU, and operate with the support of the Ethnic Student Center and the greater community.

Section 4: This organization shall represent and function with the Northwest Filipino American Student Association Alliance, hereafter referred as the Alliance.

Article 2: Purpose

The purposes of FASA are to (1) promote awareness of Filipino and Filipino American culture within WWU and the surrounding community; (2) improve the academic and social environments of our school by coordinating activities to help WWU and the greater Bellingham community; (3) provide a forum in which we can share aspects of Filipino Culture within our club, our community, and WWU.

Article 3: Membership

Section 1: Membership is open to all students, faculty, and staff of the following schools: WWU, Whatcom Community College, Skagit Valley Community College, and

Bellingham Technical College. All members are obligated to follow the rules set forth in the FASA Constitution.

Section 2: Membership in FASA shall not be limited to persons based on their race, color, sex, religion, nationality, age, disability, sexual orientation, or veteran status. These rights cannot be revoked. To promote cultural awareness in accordance with the Ethnic Student Center, persons of all backgrounds and preferences are encouraged to join.

Section 3: FASA is a non-profit organization and therefore club dues are not a requirement for membership.

Section 4: Active membership is defined by attendance at a majority of general FASA meetings and participation in FASA-associated events and activities. This definition is subject to the discretion of the officers, with the consideration of the General Assembly.

Section 5: Violation of FASA guidelines or University conduct is grounds for disciplinary action, which may include revocation of membership. Revocation is subject to appeal to the FASA executive board within one week of such action.

Article 4: Organization

Section 1: The officers of FASA shall be elected by the active members.

Section 2: The executive organization of FASA will consist of the following officers:

- President
- Vice-President
- Secretary
- Activities Coordinator
- ESC Steering Representative
- Budget Authority
- Public Relations
- Publicity Officer
- Alliance Representative
- Historian
- Web Designer

Section 3: The election process shall be held in the following manner:

The election process shall begin the third week of Spring Quarter. Nominations will open one week before the Election Day. Nominations can be accepted verbally, in written reply, or electronically to the current President or presiding officer of the election. Only current students enrolled at Western Washington University may run for an office position. Individuals have the option to decline a nomination. Each person is limited to one position.

1. Nominees running for office shall address all members of the organization of their intentions and qualifications as an officer on Election Day.

2. After all Nominees have given their speeches, members will write down potential questions for Nominees. The retiring officers will then read through the questions and ask Nominees the selected member's questions. The Nominees will have a maximum of one minute per chosen question to answer.

The Voting Procedure will be as follows:

Method of Voting

- The majority of the members must be present to vote in order to hold elections.
- Following nominees' speeches, anonymous paper ballots will be handed out to voting members.
- Voters will then make their decision within a 10 minute time frame and their ballot will then be placed in a secured box.
- No write-in votes will be accepted by members not at the election.
- The counting of votes will be administered by the officers of the club in a fair and timely manner.
- An outside person, such as the ESC Coordinator or ESC Graduate Assistant may assist with the voting procedure.
- The results of the election will be announced the following FASA meeting.

Article 5: Duties and Responsibilities of Officers

Section 1: Newly elected officers' duties shall begin Summer Quarter following their election to office through the following Spring Quarter.

Section 2: President

The President shall:

- Be the Chief Executive Officer of FASA and serve as the official representative.
- Delegate responsibilities, share authority, and facilitate without discrimination among members.
- Be responsible for drafting and presenting the agenda at all meetings pertaining to FASA.
- May vote to break a tie or when vote is by ballot; at all other times the President forfeits the right to vote.

Section 3: Vice-President

The Vice-President shall:

- Assume the duties of the President during absence.
- Finalize necessary paperwork for contracts and reservations.
- Ensure that the nature, purpose, and objectives of FASA are met and maintained.

Section 4: Secretary

The Secretary shall:

- Record and maintain minutes from the General and Officer meetings.
- Maintain a revised file of officers' schedules and contact information for all members.
- Make publicly available all attendance records, committee rosters, minutes, the Constitution, and all respective documents deemed useful to members.
- Schedule Officer and Emergency meeting times in accordance with officers' availability.

Section 5: Activities Coordinator

The Activities Coordinator shall:

- Plan and organize events promoting student interaction through activities that encourage the purposes of FASA.
- Complete necessary paperwork for reservation of venues and activities and present all paperwork to the Vice-President for finalization.
- Work in conjunction with the following officers: Public Relations, Publicity Officer, Alliance Representative, and Vice-President.

Section 6: Ethnic Student Center Steering Representative

The Ethnic Student Center Steering Representative shall:

- Represent FASA during all ESC Steering Committee Meetings.
- Attend the Steering Representative training provided by the AS.
- Reports to FASA at the weekly meetings regarding upcoming events and activities of the Ethnic Student Center, Associated Students' Organizations, and respective affiliated clubs.
- Represent the decisions voted on by FASA for the Ethnic Student Center.
- Attend other Ethnic Student Center and affiliated events to promote FASA.

Section 7: Budget Authority

The Budget Authority shall:

- Adhere to the Associated Students' guidelines, policies, and procedures.
- Attend the Budget Authority training provided by the AS.
- Complete necessary paperwork for financial transactions pertaining to FASA.
- Maintain the FASA budget, financial records, and transactions.
- Be required to periodically report on the financial status of FASA.

Section 8: Public Relations

The Public Relations shall:

- Be responsible for establishing committees and delegating work to committee members.
- Contact and arrange all guest speakers and presenters of FASA events.
- Maintain a directory for FASA related contacts for events.
- Work in conjunction with the following officers: Budget Authority, Publicity Officer, Activities Coordinator, and Alliance Representative.
- Organize community service and fund-raising projects for FASA.

- Maintain and establish ties with the greater Bellingham community and the respective greater Filipino-American community.

Section 9: Publicity Officer

The Publicity Officer shall:

- Design, prepare, and distribute pamphlets, handbills, and all other informative material used to promote FASA and associated activities.
- Work in conjunction with the following officers: Public Relations, Activities Coordinator, and Alliance Representative.

Section 10: Alliance Representative

The Alliance Representative shall:

- Attend the monthly Alliance meetings.
- Report FASA events and activities to Alliance.
- Report back to FASA events of other Alliance organizations.
- Be a decision-making representative on behalf of WWU FASA for the Alliance.

Section 11: Historian

The Historian shall:

- Maintain the FASA archives.
- Create a scrapbook of FASA activities and events that occurred throughout the academic year.
- Present the members of FASA with current events, stories, or historical presentations regarding Filipino-American and Filipino issues.
- Work in conjunction with the following officer: Web Master.

Section 12: Web Master

The Web Master shall:

- Maintain current (monthly) and accurate information on the FASA website regarding activities, General meeting minutes, and all other information pertinent to FASA.
- Work in conjunction with the following officers: Historian, Activities Coordinator, Public Relations, Publicity Officer, and Alliance Representative.

Article 6: Meetings

Section 1: Officer Meetings will be held weekly at a time and place determined by the current elected officers.

Section 2: General Meetings will be held at *least* once a week. The time and date will be determined by the current elected officers.

Section 3: A quorum is defined by the majority of officers present to hold a meeting. The officers present will then decide whether or not a majority of the members are present in order to hold a meeting.

Article 7: Removal from Office

Section 1: Any officer relinquishing his/her position must prepare a written statement for reason(s) of abandonment of position and is required to read it to the officers and members.

Section 2: An officer may be considered for review by fellow officers and members for accountability in regards to the position. All officers must be present in addition to a majority of the general members when reviewing an officer. A 2/3 vote is required for the removal of an officer from the position without the possibility of appeal.

Section 3: To fill a vacant position, a nomination can be made by any member. A nominee has the option to accept or reject the nomination for the position. Accepting nominees will address the members of FASA at the following quorum stating their intentions and plans for filling the vacated position. A majority vote, 50 plus 1%, is needed for official election of the nominee.

Article 8: Amendments

Section 1: Any member or officer of FASA can propose a revision of the Constitution or propose the addition of an Amendment. Members will then be given adequate time to openly discuss the Amendment. Members and officers vote on the acceptance or rejection of the proposed alteration.

Section 2: In order for a vote to be conducted there must be a majority of members and officers present. A 2/3 vote is required for the revision or Amendment to pass and be officially instated into the FASA Constitution.