This Constitution is the Approved and Official Constitution for:

Club Name: Filipino American Student Association (FASA)

From the INTERNATIONAL Council

Number of Pages: 7

Date Approved: 4/3/17

Club Officer
Position: PRESIDENT
Name: Dhemi Angeles
Signature: [Signature]
Date: 4/3/17

Council Coordinator
Name: Danny Vo
Signature: [Signature]
Date: 4/3/17

Student Association Vice President
Name: Gina Nasca
Signature: [Signature]
Date: 4/3/17
Club Constitution

Article I. Name of Club
This Club will be known as The Filipino-American Student Association, abbreviated FASA, of the State University of New York at Buffalo

Article II. Purpose of Club
To educate all students on Filipino cultural topics and issues, whether they are of Filipino descent or non-Filipino descent, unite and empower them with a united voice. We do hereby agree to uphold all regulations of the University at Buffalo, the Undergraduate Student Association (SA), and the State University of New York.

Article III. Qualification of Membership
Section 1: Any undergraduate student of the University at Buffalo may become a member of the club. This club honors the Student Association full participation policy of undergraduate students.
Section 2:
Voting Member
1. Only undergraduate University at Buffalo Students may be voting members of the club
2. In order to become a voting member one must attend any combination of events, totaling 5 points PER SEMESTER, point system is as followed:
   a. 1 Point – attending GIM’s
   b. 1 Point – attending club Events
   c. 2 Points – attending club tabling events
   d. 2 Points – attending 2 volunteering events
   e. 5 points - Preform in International Fiesta or Barrio for FASA

Non-Voting Member
3. Any undergraduate or graduate University at Buffalo student or faculty member may be non-voting member of the club
4. In order to become a non-voting member one must attend:
   a. 1 club meeting, event, and/or community service per semester

Article IV. Officers
Section 1: Only full-time undergraduate University at Buffalo students may be officers of the club. All officers must be in academic good standing according to the University at Buffalo to become and stay officers of this club.
Section 2:
1. President
   a. Be the chief executive of the Club
   b. Call as well as preside over meetings of the Club
   c. Serve as the liaison between the Club and the SA administrative offices
   d. Call special meetings of the Club
   e. Take care that this constitution and the laws of the student body are faithfully executed
f. Perform any administrative power or duty not provided for in this constitution

2. Vice President
   a. Assist president on administrative duties
   b. Exercise presidential office upon absence
   c. Assume presidential office upon vacancy

3. Treasurer
   a. Keep complete and accurate account of the Club’s funds
   b. Put in requests for use of Club funds
   c. Prepare the annual budget request packet with the President
   d. Report to e-board officers on all relevant financial matters

4. Secretary
   a. Take minutes at Club meetings
   b. Maintain complete and accurate records of all Club meetings
   c. Report to the President

5. Performance Cultural Chair:
   b. Assumes responsibility for cultural aspects of Barrio Fiesta, International Fiesta, and other performance events: including but not limited to choreography of dances, writing of Barrio Fiesta script, and design and construction of costumes and props.
   c. Oversees these events as a liaison between the Executive Board and Coordinators/participants for the good and efficient communication of all.
   d. In the case that the Educational Cultural Chair would need performances for any collaboration, this would be known to the Performance Cultural Chair and would then fall under the performance affairs category. In which, by extension would now be the Performance Cultural Chair’s responsibility.
   e. All subject matter of this function is the responsibility of the Performance Cultural Chair.

6. Educational Cultural Chair:
   a. Preserves the education of Filipino culture through events held by FASA. Events shall be defined as workshops, cultural shows, performances, meetings, and other FASA- related projects, at the discretion of the Executive Board.
   b. Assign General Information Meeting (GIM) topics to each executive board member to research on.
   c. Assessing the research created by the executive board members and making sure the information is accurate.
   d. Creating presentation slides for each GIM.
   e. Heading or representing the executive board in all collaborations with other organizations.
   f. All subject matter of this function is the responsibility of the Educational Cultural Chair.
7. Public Relations: The Responsibilities of Public Relations include:
   a. Promotion of general meetings and major events as the executive board sees fit. (Events shall be defined as trips, community service, workshops, and other FASA related projects at the discretion of the executive board.
   b. Attend different cultural and community events as a representative of FASA
   c. Positive promotion of FASA to the community and other organizations
   d. Strengthening of relations with organizations inside and outside the University of Buffalo
   e. The Barrio Fiesta Playbill is the responsibility of the Public Relations Officer
   f. All subject matter of this function is the responsibility of the Public Relations Officer.

8. Expeditor:
   a. To create events appropriate to the members’ interest and promote cultural awareness.
   b. To create event pages and advertise through social networks.
   c. To oversee logistics of events including transportation and others deemed necessary.
   d. The Expeditor will work closely with the Public Relations Officer.
   e. The Expeditor will also aid all Executive Board members.
   f. All subject matter of this function is the responsibility of the Expeditor.

**General Responsibilities of Executive Board:**
- To attend all general meetings and executive board meetings.
- To contribute to all FASA related events.
- To ensure fulfillment of all requirements in accordance with SA and International Council rules and regulations.
- To appoint a Senior Advisor(s) at the discretion of the Executive Board:
  i. Senior Advisor: The Responsibilities of Senior Advisor include:
     - Advises the current Executive Board on SA and FASA procedures, and on any other questions that the current Executive Board may have.
     - The Senior Advisor(s) must have been an Executive Board member of FASA before the year of the current Executive Board.
     - The Senior Advisor(s) does not possess any concrete voting power in regards to any matters that the Executive Board must vote on/come to a decision on; their role is purely to advise the Executive Board, and as such they should not be allowed to influence any decisions or votes of the Executive Board

**Article V. Government**

Section 1: Meetings
1. There are two types of meetings:
   a. General membership meetings
   b. Special meetings
2. General membership meetings:
a. Must occur at least once a month
b. Serve to educate the members of FASA about Filipino culture, as well as update the members on upcoming events and opportunities for things such as volunteer work through FASA
c. There will then be a period of time allotted to ‘open announcements’, during which anyone present at the meeting shall be allowed to make announcements for events and activities/opportunities for other clubs and organizations affiliated with the University at Buffalo

3. Special meetings
a. Include but not limited to amendment changes, nominations for vacant officer positions, impeachment hearings, re-elections, and/or elections

4. Quorum for special meetings must be fifty percent (50%) plus (1) of voting membership
a. Quorum must be met for all special meetings

Section 2: Elections
1. Only voting members of the Club may be allowed to nominate, run for office, and vote in the Club election.
2. Officer elections MUST take place before the last day of classes of the spring semester of that year.
   a. In the event an election has taken place after the last day of classes of the spring semester, the officers who were elected will remain as the officers for the summer, however, a new election must take place by the first of October of the upcoming fall semester.
3. A nomination period at the discretion of the Club.
   a. Candidates may be nominated for multiple positions only if the club approves this prior to the nomination period beginning
   b. This candidate may or may not be present to accept, pend, or decline the nomination, and the candidate will be given three days to report their decision to the Executive Board if they choose to pend when they are nominated
   c. A voting member of FASA must be first nominated and then seconded by those present at nominations to qualify for elections

4. The election will preside in this order:
   a. Expeditor
   b. Public Relations
   c. Educational Cultural Chair
   d. Performance Cultural Chair
   e. Secretary
   f. Treasurer
   g. Vice President
   h. President

5. **At the elections meeting** the room will be divided into two halves: one for voting members and one for non-voting members. There will be a list present at the meeting of who is and is not a voting member for those that are unsure of their status/where to sit

6. First, a detailed description of the responsibilities of the position that is being voted on at the time shall be read aloud as well as projected onto the screen present
7. Up until this point, all candidates for this position will be kept outside of the room, and shall be brought in one at a time in alphabetical order of their last names.

8. The candidate shall be given two minutes for their speech, five minutes shall be allotted for questions from both voting and non-voting members. There shall be the option for three extension periods for the questions which should not exceed two minutes each. There shall be one minute allotted to the candidate for their closing remarks, after which they shall leave the room once more.

9. After all of the candidates for that position have gone through this process, all of the candidates for said position will need to be outside of the room and shall not be allowed to vote for that position, and they shall remain outside of the room until all of the ballots have been collected inside of the room. Ballots with the candidates’ names, as well as the option for a ‘no-confidence’ vote, shall be passed out to all of the voting members present in the room. These shall then be collected by the non-running members of the current Executive Board and tallied.

10. After all of the positions have been voted on and all of the ballots/votes have been tallied, the winners of each position shall be announced.

11. The candidate will be elected based on most votes received. Therefore, there will be no run-off votes.

12. A ‘no-confidence’ vote may be selected by a voting member if they do not feel that any of the candidates currently running for the position at hand are appropriate for the job. In the event that ‘no-confidence’ receives more votes than any of the candidates running for the position, the following steps shall be taken:
   
   a. Immediately after all of the other new officers have been announced, nominations for the vacant position shall be opened once again, at which time nominees will be given 24 hours to accept or decline their nomination.
   
   b. Those that accept the nomination will be interviewed by both the old members of the Executive Board and those that have been newly elected to the Executive Board for the upcoming year. These interviews will be open to the members of the club, and the members shall be allowed to submit questions before said interview to be read by the Executive Board members present at the interview.
   
   c. A decision will be made by both sets of Executive Board members.

Section 3: Impeachment/Removal Process

1. Grounds for removal of an officer are as follows:
   
   a. Violation of the Undergraduate Student Association (SA) policies
   
   b. Violation of the rules and regulations set forth in the current University student rules and regulations
   
   c. Failure to perform the duties of the office as set forth in the constitution and bylaws of the Club
   
   d. Failure to uphold the provisions of this constitution and bylaws

2. The procedure to call for removal are as follows:
   
   a. Majority of the Executive Board may petition one of its own members to be impeached fifty percent (50%) plus one (1)
OR
b. A petition with at least 50% percent plus (1) of the clubs voting membership signatures must be submitted to an executive board officer

PARTS a. OR b. MUST OCCUR IN ORDER FOR THE IMPEACHMENT PROCESS TO MOVE FORWARD. The IMPEACHMENT PROCESS IS AS FOLLOWS:
c. The officer will call a special meeting which will occur one week after the petition has been submitted
d. At this meeting the charges against the offending officer will be presented, as well the offending officer will present their defense either in person or in writing.
e. At the same meeting, the voting membership with a two-thirds (2/3) majority vote shall decide the removal of the offending officer
f. All documentation regarding the removal of the offending officer must be submitted to the Student Association administration for further review

Section 4: Resignation/Vacancy of Office
1. In the event an officer wishes to resign:
   d. The resigning officer must inform the current executive board
e. The resigning officer must inform the Student Association administration so that officer information can be updated
2. In the event an officer position becomes vacant:
a. If the President position becomes vacant, such vacancy shall be filled by the Vice-President
b. If a vacancy occurs for the position(s) of Vice-President, Treasurer, Secretary, Performance Cultural Chair, Educational Cultural Chair, Public Relations, and/or Expeditor two options can be followed:
i. A special election will be called. The special election will follow the exact guidelines of Section 2: Elections
   OR
ii. The President may appoint the new officer with the approval of the voting membership
   1) The nomination process will be as follows:
      a) The President appointment must be a voting member of the Club
      b) The President will call a special meeting within a week of the announcement of the appointment Quorum must be met
      c) The appointed position must gain at least fifty percent of the voting membership’s approval
      d) Upon approval the appointed position will be effective immediately
      e) Upon disapproval the guidelines for a special election will be followed
Article VI. Amendments

1. Any voting member may propose an amendment to the Club Constitution
2. An amendment can be voted on after one week it has been presented
3. A two-thirds vote must be gained for the amendment to be passed
4. The amendment will put into effect during the beginning of the next academic semester
5. Amendments to this constitution and by-laws may not violate any Student Association, University at Buffalo, Student Mandatory Activity Fee Guidelines, New York State, or Federal rules, regulations, or laws
6. Once passed, amendments and an updated constitution must be turned into the Student Association Office and the Council Coordinator for review and approval