

# **THE CONSTITUTION OF THE VIETNAMESE STUDENT ASSOCIATION**

## **PREAMBLE**

The purpose of the Vietnamese Student Association will be to promote the awareness and interest of the Vietnamese culture, its people, and its community; as well as, enhancing and furthering pluralism and diversity. Our goal is also to make the Virginia Tech community a place where ever member is respected, understood, and has every opportunity to grow, to make Virginia Tech a place where broad inclusiveness is the rule—not the exception. It will also promote Vietnamese/Asian Unity in addition to addressing the problems and concerns of the Vietnamese/Asian Community to the Administration and other student organizations here at Virginia Tech.

## **ARTICLE I NAME**

Section 1. The name of this independent student organization shall be: The Vietnamese Student Association (VSA) of Virginia Tech

## **ARTICLE II MEMBERSHIP**

Section 1. All full-time or part-time undergraduate or graduate students, faculty, and staff of Virginia Tech. Any full-time, part-time undergraduate or graduate student of surrounding University or College without a VSA.

Section 2. Types of membership:

1. Regular Members: Those who have met membership requirements of the VSA and are current with their dues.
2. Voting Members: Active members who have attended a minimum of one general meeting in a single academic term.

Section 3. Membership dues: An amount shall be proposed by the Vietnamese Student Association Officers (VSAO) at the beginning of each term. These will be dues applying to the members of the organization.

## **ARTICLE III NOMINATIONS AND ELECTION OF OFFICERS**

Section 1. The officers of this organization shall be the President, Internal Vice President, External Vice President, Treasurer, Secretary, Events Coordinator (2), Fundraising Chair (2), Historian (2), Public Relations, Show Directors (2), Student Government Association (SGA) Representative, Sports Coordinator (2), Webmaster, VSA Freshman Representative and Advisors (Honorary Officers). Specific powers and duties of each office shall be promulgated in the VSA By-Laws.

Section 2. There shall be no limit to the number of terms or consecutive terms that a member may be elected to office. Any officer may be removed from office in accordance with Article VI of this constitution.

Section 3. Nominations of officers shall be held at the general meeting during the end of the year. Nominees must accept or deny nomination within 24 hours of nomination.

Section 4. Nominees must attend a mandatory information session with officer(s) holding the position of the current term present prior to elections.

Section 5. Executive Board elections will occur at a separate event and will be done by secret ballot with a majority vote for candidates.

Section 6. Non-Executive Board elections will occur with only the newly elected E-Board and current officer board to determine who the most qualified candidates are.

Section 7. Requirements for Office:

1. May not take an officer position in another organization consisting of more than 30 members including officers.
2. If taking role of President, External Vice President, Internal Vice President and Treasurer, they may not be an officer in another organization.
3. Must be a paid and active member for at least one prior semester.
  - a. To run for President or Vice President, must have at least one year of being an officer.
4. Must have at least QCA of 2.0.

Section 8. The VSA officers reserves the right to withdraw a candidate from the ballot should they feel that person is not qualified to run.

Section 9. The President and Vice President shall run on separate ballots.

Section 10. Should there be a vacancy in the presidency in the middle of the semester; the Internal Vice President shall act as President until the VSAO elects a new President by a simple majority vote.

Section 11. Should there be any other vacancy in the middle of the semester, open nominations shall be held at the next general meeting. The officers will elect the new officer by a simple majority vote at the next officer's meeting following the nominee's presentation of themselves.

**ARTICLE 4**  
**THE VIETNAMESE STUDENT ASSOCIATION OFFICERS**

Section 1. The Vietnamese Student Association Officers:

- a) The officers shall consist of the President, Internal Vice President, External Vice President, Treasurer, Secretary, Events Coordinators, Fundraising Chairs, Historians, Public Relations, Show Directors, SGA Representative, Sports Coordinators, Webmaster, VSA Freshman Representative, and Advisors.
- b) The duties and powers of the Vietnamese Student Association Officers:
  1. It shall be the governing body of the VSA.
  2. It shall provide an open forum to foster communication and cooperation between all the members of the organization.
  3. It shall consider all matters of vital importance concerning the Vietnamese/Asian American community at Virginia Tech.
  4. It shall plan and carry out university programs.
  5. It shall determine and carry out the goals of VSA.
  6. A 2/3 vote of voting members shall be required to reject a decision made by the officers.
  7. Officer meetings shall be held every month in addition to whenever deemed necessary by the President.
  8. A simple majority vote is necessary to pass any course of action of the officers.
  9. Any person may be in attendance at all officer meetings, but he/she may not take part in the discussion unless invited to do so. He/she shall have no voting power and may be required to leave the meeting by a majority vote of the officers.
  10. Additional duties and responsibilities of the officers shall be promulgated in the VSA By Laws.
  11. The President shall have a VETO over all matters in the Council. A Presidential VETO may be overturned with a 2/3 majority vote of the officers.

## **ARTICLE 5 MEETINGS**

Section 1. The date and time of General Meeting and Vietnamese Student Association officer meetings will be decided by the VSAO. The time and place will be announced every semester.

Section 2. A special meeting may be called at the discretion of the officers after notifying all members.

Section 3. A petition, signed by 25% of the members, setting forth the reason, shall be deemed mandatory for the calling of a special meeting.

## **ARTICLE VI IMPEACHMENT**

Section 1. Any VSA Officer may be removed from office for failure to fulfill the duties and obligations outlined in this Constitution and By Laws of the VSA. Charges against any VSA officer must be brought up in writing to the VSA. If the officers find such charges reasonable grounds for dismissal, it shall proceed with impeachment procedures.

Section 2. Impeachment of a VSA officer shall be done within the VSA. A VSA officer may be removed from his/her position for dereliction of his/her responsibilities by a 2/3 majority vote for the officers to be done by secret ballot.

Section 3. The VSA officer in question will not have the right to vote but will be able to defend himself/herself in an inquisition prior to the vote.

## **ARTICLE VII CONSTITUTION AMENDMENTS**

Section 1. Amendments may be put forth by any voting member during any meeting. The amendment shall be put to a vote at the following meeting.

Section 2. Amendments to the Constitution may be made with the approval of 2/3 of the VSAO.

## **ARTICLE VIII ALLEGIANCE**

Section 1. This organization agrees to abide by all policies in the University Policies of Student Life.

## **ARTICLE IX**

Section 1. This version is dated April 10th, 2016 by the Vietnamese Student Association. This version supersedes all prior undated versions. Any new changes must be made according to Article VII of this Constitution.

# **THE BY LAWS OF THE VIETNAMESE STUDENT ASSOCIATION**

## **ARTICLE I POWERS AND DUTIES OF OFFICERS**

Section 1. The powers and duties of the President shall be:

1. To lead, serve, and be responsible as the official representative and spokesperson of the VSA of Virginia Tech.
2. To preside over all meetings, events, and provide authorization and approval of functions for the best interest of the organization.
3. To appoint executive board as he or she deems necessary to assist them in facilitating and carrying out the duties and office of the President.
4. To delegate tasks and responsibilities for all officers and committees.
5. To review budget board proposals.
6. To oversee all organizational activity.
7. To attend as second COR Rep at all summits.
8. To maintain a good relationship with organizational advisor.

Section 2. The powers and duties of the Internal Vice President shall be:

1. To take on the responsibilities and duties in the absence of the President.
2. To preside at VSA meetings.
3. To be responsible for the administrative aspect of VSA.
4. To assist the President in his/her duties when needed.
5. To update the President of his/her progress.
6. To mediate any conflicts between officers.
7. Act as Education Chair for the Vietnamese Student Association including:
  - a. To promote diversity and awareness of the Vietnamese culture within The Virginia Tech community through service, education and activities.
  - b. To be responsible for integrating Vietnamese news, history and current events to the Virginia Tech community.
  - c. To inform and create awareness of Vietnamese related issues to the Virginia Tech community with the help of officers and other organizations.
  - d. To collaborate and promote the organization's philanthropy that is designated by the Mid-Atlantic Union of Vietnamese Student Associations (MAUVSA).

Section 3. The powers and duties of the External Vice President shall be:

1. To serve as a liaison for Virginia Tech VSA with VSA organizations from other schools
2. To regularly attend monthly MAUVSA summit meetings
3. To attend functions and events from other VSA schools
4. To establish, maintain, and preserve communications with officials, particularly the president, from VSA's of other colleges that share the interest of VSA in order to be in positive terms with other schools.
5. To arrange accommodations for transportation and housing between schools.
6. To maintain and update the MAUVSA website with all information pertaining to Virginia Tech VSA.
7. To be the main source of contact between the other AASU organizations.
8. To vote on AASU elections and other AASU events on behalf of VSA.
9. To update VSA with events occurring within AASU and the other AASU organizations.
10. To attend weekly/biweekly meetings of the AASU.

Section 4. The powers and duties of the Treasurer shall be:

1. To be responsible for the allocation and procurement of funds.
  - a. Fund Allocation: The Treasurer should have a budget planned for each semester, which determines how much money is needed and how much money will be spent. The Treasurer must:
    - i. Communicate with the Fundraising Chair as well the Events Coordinator to determine future income and costs.
    - ii. Be well versed in the Budget Board system and its allocations to VSA.
    - iii. Approve any VSA related purchases with the VSA debit card or reimbursement with verification of receipt only.
    - iv. Be responsible for keeping history and copies of all funds that are purchased.
    - v. Pay any bills to the university and other schools.
  - b. Fund Procurement: The Treasurer is responsible for the routine updates of the VSA PAID Members list and collection of dues from all members. The Treasurer must:
    - i. Be in charge of maintaining the VSA debit account and cash box.
    - ii. Collect money and ensure that only paid members get access to VSA sponsored events.
    - iii. Seek budget board contingency funding if appropriate.
    - iv. Be responsible for preparing a Budget Board request and attending the Budget Board hearing.
    - v. Be responsible for giving weekly report budgets to President and Vice President on all activity within the account.
    - vi. Attend all budget board meeting

Section 5. The powers and duties of the Secretary shall be:

1. To be responsible for recording minutes of all business carried out at all meetings and provide minutes from the previous meetings.
2. To be accountable for sending out all information discussed at all meetings.
3. To maintain a file of all committee reports and attendance records.
4. To maintain the listserv and send out e-mails with updates on all events.
5. To answer all questions related to current events, meetings, and fundraisers.
6. To know what is going on in all VSA related events.

Section 6. The powers and duties of the VSA Advisor (2) shall be:

1. Act as honorary officers, offering more of a support role for the VSAO. They are to attend Executive Board meetings as well as general meetings and events
2. To help guide the officer board toward developing and maintaining a stronger VSA.
3. To offer input and advice to the Executive Board regarding past or upcoming events and meetings that they have attended (3 missed meetings will result in consequences).
4. VSA Advisors will not be voted in by members, but chosen by the Executive-Board before the beginning of the year. It is up to the discretion of the VSAO if they should need Advisors for the school year.

Section 7. The powers and duties of the Events Coordinator (2) shall be:

1. To coordinate and plan special events and activities to enhance the VSA experience.
2. To organize the functionality of official and unofficial social events within the VSA.
3. To be responsible for reserving appropriate facilities and equipment in addition to adequate staffing for each event.
4. To work with the committee if appropriate to determine the following: location, date,

and time of event, setting up shifts to work if needed, acquire all equipment needed in addition to setting up, cleaning up and returning rentals for the event.

5. To coordinate transportation to all special events and activities.

6. To ensure the money received from the event participants are given to the treasurer.

Section 8. The power and duties of the Fundraising Chair (2) shall be:

1. To raise money for the organization and philanthropy.

2. To be accountable for obtaining sponsorships and fundraising locations for any occasion.

3. To work with Event Coordinator, Education chair, and Treasurer for the betterment of VSA.

Section 9. The power and duties of the Historian (2) shall be:

1. To visually document all VSA events, meetings, and all other activities. This include recording, taking photos, asking member's about their experiences.

2. To maintain and preserve the history of the VSA in record form, containing all published articles, descriptions of projects, and a general history of VSA.

3. To create and maintain a scrapbook of photos of all of the VSA events

4. To be responsible for making a slideshow that includes pictures and videos through the year for the annual culture show.

5. Able to attend all events and meetings in order to take pictures/record videos.

Section 10. The power and duties of the Public Relations officer shall be:

1. To be responsible for informing all members of meetings or events.

2. Create and implement media relations, information distribution, and event advertising through newspaper ads, TV, radio, etc.

3. To be responsible for summer mailings. To be responsible for public projection of VSA's goals and achievements.

4. To be responsible for having all advertisements done at least two weeks ahead of the event.

Section 11. The powers and duties of the Show Director (2) shall be:

1. To plan and coordinate the annual culture show.

2. To appoint committees for technical, lighting, choreography, costume, script, set design, and other committees deemed necessary.

3. To meet with production and set up all technical aspects of the show.

4. To set up room reservations for all practices.

5. To work with Treasurer on allocations of culture show funds.

6. To plan and coordinate a performance for the AASU culture show.

Section 12. The powers and duties of the Student Government Association (SGA) Representative shall be:

1. To attend SGA meetings

2. To serve as being the voice of the organization for SGA related matters.

3. To inform the rest of the members of any news from the SGA and allow the organization to express any views and concerns to the SGA.

Section 13. The powers and duties of the Sports Coordinator (2) shall be:

1. To be responsible for organizing teams and practices for different sports throughout the year.
2. To be responsible for getting members interested and recruitment in participating in activities.
3. To register for sports offered by Virginia Tech's Intramural League.
4. To stay in contact with George Mason University's Sports Coordinator for its annual Turkey Bowl and registration of teams.
5. To stay in contact with James Madison University's Sports Coordinator for its annual Duke Bowl and registration of teams

Section 14. The powers and duties of the Webmaster shall be:

1. To maintain and format the Virginia Tech VSA website.
2. To create a layout that reflects the organization and the Vietnamese culture.
3. To update the website with upcoming VSA related events and announcements.
4. To be accountable for uploading pictures of past events.
5. To work closely with the Treasurer to organize monetary transactions through the website.

Section 15. The powers and duties of the VSA Freshman Representative shall be

1. To unite the freshman class and keep them active.
2. To assist other officers in accomplishing their workload.
3. To accommodate and to welcome new members of VSA at any events or meetings.
4. To observe and learn about the different officer positions in the VSA officer board.
5. This position is voted in by the VSAO at the beginning of the year.

## **ARTICLE II THE VIETNAMESE STUDENT ASSOCIATION OFFICERS**

Section 1. The duties of the Vietnamese Student Association Council shall be:

1. Responsible for promoting friendship and group solidarity at all events.
2. Attend all officer meetings and general meetings.
3. Learn Vietnamese National Anthem in time for the culture show.
4. Responsible in carrying out any tasks and duties delegated by the President.
5. Assist other officers in any duties they need help in.
6. Update the President on all roles and duties of their position.
7. Must report to the Treasurer to request financial funding.
8. To maintain a good Virginia Tech VSA representative to the community at all times.