

# FILIPINO STUDENTS' ASSOCIATION

## University of Texas at San Antonio

### CONSTITUTION AND BYLAWS

#### ***MISSION STATEMENT***

The Filipino Students' Association of the University of Texas at San Antonio promotes unity and brotherhood among various students of different backgrounds, not only of Filipino origin, as a cultural student organization which aims to enhance awareness of the Filipino culture in the university, to foster goodwill and to develop a working relationship with the students and to achieve academic excellence in our fields and endeavors.

#### ***IDENTIFICATION***

The name of the organization shall be the Filipino Students' Association, hereinafter referred to as the FSA.

#### ***WHAT WE DO***

FSA has grown to be a very active non-profit cultural organization in the University of Texas at San Antonio campus as a Registered Student Organization. FSA promotes its mission statement with cultural performances, demonstrations, social gatherings as well as attending camaraderie events in relevance to Filipino culture. Through our strong membership and support from former members, FSA has enhanced the San Antonio student community and continues to do so. In each academic year, one main event held by Philippines Students' of Texas is held every March, called The Goodphil Games. The GoodPhil Games extends our mission statement beyond San Antonio and spreads throughout Texas with assistance from other FSAs from other Texas universities.

#### ***PREAMBLE***

We, the FSA of The University of Texas at San Antonio, provide this framework within which the organization may function legally, honestly, and efficiently. The function of FSA shall be in accordance with all rules and regulations of The University of Texas at San Antonio. We respectfully request that this document be held in the highest regard and be consulted and amended as needed in order to deal with unforeseen difficulties.

#### ***OBJECTIVES***

The FSA of The University of Texas at San Antonio has as its purpose to motivate and encourage excellence in Filipino culture and social awareness and to assist the student in the undergraduate experience. In addition, FSA acts as a support group for the educational and social interests of its members. FSA encourages students to use their knowledge to benefit the community and mankind.

## ***MEMBERSHIP***

The FSA of the University of Texas at San Antonio offers membership to all students who are seeking means of social and cultural involvement.

Membership is not denied on any basis prohibited by applicable law, including but not limited to race, color, age, religion, handicap, veteran's status, sexual orientation, or gender. Application for membership shall be made through the organization. Rules for membership are as follows:

- Payment of dues
- All members are encouraged to come to events, but not required. Members are allowed to come to any events they wish to.
- However, to get the FSA scholarship members must come to a certain amount of social, fundraising, philanthropy, and sports/dance events. The amount of events a member needs to attend is made at the beginning of every semester by the officers.

## ***ACTIVITIES***

FSA shall engage in activities designated to motivate, enrich, and prepare the student for their undergraduate experience involving Filipino social and cultural ties.

FSA shall offer information and/or opportunities to gain knowledge and understanding in Filipino culture. This includes volunteer programs and/or demonstration events and cultural nights.

FSA shall provide social activities to develop beneficial relationships with students who share a common interest.

FSA shall offer a variety of guest speakers to inform and educate members on various aspects relevant to Filipino culture and/or campus related events.

FSA shall encourage service in the community by sponsoring at least one event per month in which the community benefits in some way.

## ***ORGANIZATION***

A President, a Vice President, a Secretary, a Treasurer, a Philanthropy Chair, a Fundraising Chair, and a Social Chair, two Sports Coordinators, a Webmaster, and a Historian shall govern FSA of the University of Texas at San Antonio. These officers shall constitute the Executive Committee. The President may appoint additional members as consultants as deemed necessary.

## ***EXECUTIVE OFFICERS***

### **• PRESIDENT:**

The President shall preside over all meetings of FSA. The President shall keep the Vice President informed of all discussions and proceedings related to the University meetings. The President shall plan and coordinate, with the guidance and assistance of the Executive Committee, all activities of FSA. The President shall oversee the management of all the officers to maximize productivity and enthusiasm of each officer. The President shall

supervise the treasurer in all financial matters and authorize expenditures over \$20.00. The President shall be the chief public relations officer and shall correspond with all guest speakers, University officials, representatives of other agencies, and the press. The President for his/her designee shall process all paperwork required by the University including the registration of FSA for any and all functions dealing with the FSA. The President shall perform other duties as the Executive Committee may determine.

- VICE PRESIDENT

The Vice President shall preside over all meetings when the President is absent or relinquishes the chair. Should the office of the President become vacant, the Vice President shall automatically assume the office of the President. The Vice President shall assist the President in executive duties, which have been mutually agreed upon. The Vice President shall represent FSA at the University functions and serve as a public relations officer. The Vice President shall give advice and opinions to the President about planning activities, policy, and the general operation of FSA. The Vice President shall attend all meetings and functions, as much as possible. Committee Chairpersons not on the Executive Committee shall report ideas, plans, and activities of the committee to the Vice President. The Vice President shall then provide updates on these committees at Executive Committee meetings. The Vice President shall create and produce a presentation documents for general meetings, with information being obtained from other executive committee members.

- TREASURER

The Treasurer shall be responsible for the financial affairs of FSA. This includes obtaining documentation such as sales receipts and appropriate approvals before disbursing funds; recording all financial transactions using general accounting procedures; prepare financial reports as required by the University. In addition the Treasurer shall provide bank statements and share the RSO account balances with the Executive Officers at every Executive meeting. A copy of the statements should be given to the President for record purposes. Deposits of money collected by the Treasurer from fundraisers, member dues, etc. shall be deposited within 24 hours. No disbursements shall be allowed without proper documentation. The Treasurer will sign all checks under the amount of \$20.00 which are disbursements associated with scheduled activities. All disbursements over \$125.00 must be approved by the President and Vice President and co-signed by the President. The Treasurer shall perform other duties as the Executive Committee may determine.

- SECRETARY

The Secretary shall be responsible for the maintenance and publication of accurate and detailed records of all meetings. The Secretary shall be responsible for all correspondence as directed by the President and Vice President. The Secretary shall maintain an accurate record of all members, attendance at FSA functions as well as their classification and status at the University. The Secretary shall provide a sign-in sheet for all the members and guests attending general meetings, social events, sports events, philanthropic events, and special

programs. The Secretary shall keep and maintain member profiles online.

- **FUNDRAISING CHAIR**

The Fundraising Chair shall formulate ideas for fundraising and help distribute donation letters to vendors. The Fundraising Chair will coordinate activities and events that will ultimately raise money for FSA's mission, objectives, and overall cause. The Fundraising Chair shall meet as many times a month as deemed by the executive committee for fundraising purposes. The Fundraising Chair is responsible for the money raised and distributed towards members' free participation in the annual Goodphil Games. The Fundraising Chair will work in collaboration with the Treasurer to ensure the accounting of money raised and distributed is correctly overseen.

- **PHILANTHROPY CHAIR**

The Philanthropy Chair is to provide community service for members of FSA. The Philanthropy Chair will provide at least two community service events every month from the fall and Spring Semesters. The Philanthropy Chair will be present at all community service events to ensure the event is official.

- **CULTURAL CHAIR**

The Cultural Chair shall be responsible for the organization of special events and activities related to enhancing the knowledge of Filipino customs and culture. The Cultural Chair shall be responsible for the presentation of Filipino culture knowledge and trivia at meetings through visual media. The Cultural Chair will also coordinate the Filipino Cultural Dance for the Goodphil Games.

- **SOCIAL CHAIR**

The Social Chair shall be responsible for the organization of special events and activities such as parties, socials, or off-campus field trips. The Social Chair shall be responsible for the recruitment of volunteers from the membership in these events. This includes preparing, collecting sign-up sheets, and confirming participation. The Social Chair is also responsible for uniting members socially throughout FSA.

- **SPORT COORDINATOR**

The Sport Coordinators will supervise and organize the creation of sports teams in FSA related to University intramural sports and other outside sporting events, including sports offered by the campus recreational center throughout the fall and Spring Semester. The Sports Coordinators will assign captains to each team to ensure the availability and punctuality of each team member. One coordinator will be assigned to Women's Sports, and another will be assigned to the Men's Sports. The sport coordinators will work hand in hand in producing these responsibilities.

- **HISTORIAN**

The Historian shall collect and maintain a book of all newspaper articles, historically significant documents, and other memorabilia of FSA. The Historian shall assist in the production of displays, brochures, and other media depicting the history of FSA. The

Historian shall keep all photographs, and other materials in good condition and pass them to the next Historian. The Historian shall assist in the distribution of materials on the campus pertaining to FSA. The Historian is to create a production of visual media for every meeting depicting recent events related to FSA.

• WEBMASTER

The Webmaster is responsible for the timely and correct distribution of news and updates related to FSA and/or campus community. The Webmaster shall use various media communication tools such as the FSA website and online community groups. The Webmaster shall work directly with all officers to maintain recent and important updates.

• ***ELECTION OF OFFICERS***

The President shall announce that nominations for new officers will take place during a scheduled meeting in the latter part of mid-April. The invitation for nominations along with the date of the election shall be publicized on the organization's website and Facebook group. All the candidates must be official, registered members of FSA of the University of Texas at San Antonio. Self-nominations or nominations of one member by another member shall be given in person at the general meeting. The Secretary shall record the nominations, post them on the organization website, and report them at the regular meetings of FSA. The election must take place before April 20 of the academic year. The election shall be conducted using secret ballots. The Executive Committee shall count the votes and the Secretary candidate shall not count the votes. An officer is elected by simple majority vote. Only official due-paying members may vote. In the case of a tie, a run-off election shall be held the same day of the elections.

All candidates must be a paid member and in good academic standing for the previous semester. All candidates must also be in good standing within FSA for the previous semester.

All officer positions shall have a term of one (1) year, beginning in the Fall Semester and ending at the end of the Spring Semester of each year.

In the event the President is unable to complete his/her term of office, the Vice-President shall assume the responsibility and powers of the Presidency. If the Vice-President is unable to assume the position of the President, a special election shall be held within ten (10) days of the President relinquishing his/her position.

In the event that any other position becomes vacant, the Executive Committee shall appoint a replacement officer from the membership of the FSA to serve for the remainder of the term.

The President may appoint advisors or consultants, as he/she deems necessary. If this occurs, the appointed advisor or consultant shall not vote on the Executive Committee.

## ***THE EXECUTIVE BOARD***

The Executive Committee shall be composed of the President, a Vice President, a Secretary, a Treasurer, a Philanthropy Chair, a Fundraising Chair, and a Social Chair, two Sports Coordinators, a Webmaster, and a Historian.

The Executive Committee's term shall begin and end at the end of the last meeting of the spring semester.

The President shall call meetings of the Executive Board between each meeting date to determine the agenda for the general meetings; plan and organize the social and professional development programs of FSA; generate ideas for fundraisers; stimulate interests in the FSA; and work with the faculty members in carrying out the goals and objectives of the FSA.

All meetings in which a vote is to be taken shall have a quorum of at least four officers. The Executive Committee shall determine the membership fee to be charged each member for the academic year for the term they serve. The fee must be determined prior to the beginning of the semester in question.

The Executive Committee shall approve all expenditures over \$125.00. The Executive Committee shall meet as often as deemed necessary, but no less than twice a month during each semester. The Executive Committee shall utilize the summer semester to discuss and vote to approve (or disapprove) the schedule of activities for the fall and spring semester of their term. This shall include the time and date of general meetings; determine what subject and who shall be guest lectures for the general meetings; determine what subject and who shall be guest lectures for the general meetings; and selection of a Faculty Advisor from the Science Department at UTSA.

The Executive Committee shall make suggestions to the President on the management of the organization and University relations.

The Executive Committee shall plan and implement an activity that serves the community.

The Executive Committee shall approve any relationship or agreement with any organization or agency, whether affiliated with the University or outside the institution, in accordance with University regulations.

A simple majority vote shall approve a motion presented. In the event of a tie, the matter shall be reopened for discussion, the vote retaken, and if a tie still remains, the President shall have the deciding vote.

### ***IMPEACHMENT OF OFFICERS AND MEMBERSHIP EXPULSION***

Any officer may be impeached and any member may be expelled for misconduct, dishonesty, academic reasons, any unsuitable act of behavior, or failure to uphold their duties. Any officer or member that is placed on academic dismissal or has been on academic probation for two consecutive semesters is reasonable cause for impeachment or expulsion. The failure to comply by membership guidelines shall also result in expulsion of members or officers alike.

In the unlikely event that an officer or member of FSA notes misconduct sufficient to cause an unfavorable image of FSA and its members, the officer or member shall write the Faculty Advisor to request a hearing for the impeachment of the officer or the expulsion of the member.

The Faculty Advisor shall attend the hearing for the impeachment or expulsion for FSA and all current officers. The hearing shall take place no later than thirty (30) days from the receipt or the request by the Faculty Advisor. The officer or member who submitted the request for the hearing in question may present counter evidence and testimony for his/her defense. The Faculty Advisor shall moderate the hearing and act as judge to determine the exact procedure and fairness of the hearing. If an officer's impeachment is in question, that officer may not vote. All current officers shall be present. In order for an impeachment or expulsion to be validated, it must be approved by three-fourths of the officers.

If an officer resigns from a position, an impeachment hearing is not necessary.

### ***AMENDMENTS OR REVISIONS TO THE CONSTITUTION***

Revisions to the Constitution will be discussed during the Executive meeting. Amendments shall only be made once agreed upon by at least two-thirds of the officers and the faculty advisor.

### ***FACULTY ADVISOR***

The FSA shall have at least one, but no more than two Faculty Advisors. The incoming Executive Committee shall select an advisor from any recurring department on campus. The duties of the Faculty Advisor(s) shall be to offer advice, guidance, encouragement, and support to FSA. If the candidates agree to the appointment, they will serve for one academic year. Any procedural dispute not covered in the constitution should be brought before the Faculty Advisor(s). The Faculty Advisor(s) shall serve as an ex-officio, non-voting member of FSA.

### ***GENERAL MEETINGS***

Public notice of the time and place of the General Meetings shall be posted on the FSA bulletin board no less than seven (7) days or more than fourteen (14) days before the meeting. The President shall preside over all general meetings. In the absence of the President, the Vice President shall preside over the meetings. General meetings shall be scheduled during the fall and Spring Semesters on a monthly basis in accordance with the RSO Handbook. A majority of the Executive Committee may call a special general meeting as needed; provided the general membership is notified no less than three (3) days prior to the scheduled special general meeting. A majority vote of the members present is required for all business transactions.

### ***GENERAL RESPONSIBILITIES OF OFFICERS***

Officers shall attend all executive and general meeting, unless it conflicts with a scheduled school event. As an officer, responsibility for assigning Desk Hours in the RSO shall be mandated and recorded. It is also the responsibility of the officers to attend and schedule officers in events, such as: socials, trips, and community activities. In scheduled events, at least one officer should attend in order to make it official.