DE ANZA COLLEGE VIETNAMESE STUDENT ASSOCIATION CONSTITUTION (2014-2015)

Article I: Name of Club

The name of this club will be “Vietnamese Student Association (VSA).”

Article II: Purpose of Club

The purpose of the club is to celebrate the Vietnamese culture and language through various cultural and traditional activities, as well as, enrich and educate the members and community of Vietnamese tradition. In addition, VSA will provide a means of networking both within and outside the member group while providing multiple opportunities for the members to obtain leaderships skills.

Article III: Membership

Section 1: Any DASB cardholder who carries a minimum of ½ units is eligible to join this club.

Section 2: Membership due shall be $0 per year.

Section 3: Must attend at least **two** meetings and/or events within *a period of six consecutive meetings* and satisfy Article III Section 1 to obtain membership status.

Article IV: Qualification and Election of Offices

Section 1: Club officers must be currently enrolled with at least ½ units at De Anza College, have at least a 2.0 cumulative Grade Point Average (GPA), have a currently activated DASB card, and free of any academic and/or social probation.

Section 2: *The VSA* President *shall be elected by a 2/3 majority of the members present in an election done by a secret ballot*

Section 3: The VSA Cabinet will consist of *Internal Vice-President, External Vice-President, Inter Club Council (ICC) Representative, Secretary, Treasurer, and United Vietnamese Student Association (UVSA) Representative.*

Section ~~5~~ 4: All candidates for any position must give a one week notice in the general member meeting after the announcement of the election date on the provided written document and submitted to the Secretary. The document must be signed and dated by both the candidate and President/Internal Vice-President/External Vice- President.

Section ~~6~~ 5: The election will be done by secret ballot by anyone whom has achieved membership status (Article III Section 3).

Section ~~7~~ 6: No one person may run for two positions.

**Section ~~8~~ 7: IN THE CASE WHERE THERE IS ONLY ONE VICE- PRESIDENT ELECTED, THAT PERSON SHALL BE RESPONSIBLE FOR THE DUTIES OF BOTH THE INTERNAL-VICE PRESIDENT AND EXTERNAL VICE- PRESIDENT POSITIONS.**

Section ~~9~~ 8: Cabinet Members shall be approved by the *VSA members* through simple majority *of the total members present during the election.*

*Section 9: First Branch Officers shall consist of the VSA President and the Cabinet.*

Article V: Duties of Officers

Section 1: *First Branch Officers*

1. All First Branch Officers have the ability to sign documents that may affect the club.
2. Motion any form of decision making within the officer meeting. (i.e. Vote)
3. Take part in the discussion within the officer meetings.
4. To govern activities of the club.
5. To compile the agenda of all general member and officer’s meetings.

Section 4: *President*

1. Preside over all meetings.
2. Call special meetings.
3. Carry out the provisions of the constitution to its fullest potential.
4. Oversee all committee activities.
5. Enforce the rolls of each officer.
6. Delegate duties to all officers.

Section 5: *Internal Vice-President*

1. Represent the members’ opinion and commentaries at any given moment in the officer’s meeting.
2. Contact members about any events or concerns relating to the club.
3. Uphold the position of President in their absence (from the event) and assumes their duties as well as their own.

Section 6: *External Vice-President*

*A. Maintain a working relationship with the VSA of schools other schools outside of De Anza College.*

1. Represent De Anza College VSA at any form of public relations and events.
2. Uphold the position of President in the absence of both President and Internal Vice-President.

Section 7: *ICC Representative*

1. Attend all Inter Club Council (ICC) meetings.
2. Report the results of the ICC meetings at both the general member and officer’s meetings.

Section 8: *Secretary*

1. Record and keep accurate minutes of all meetings.
2. Note any decisions, club-related commentaries, and spontaneous actions at both general member and officer meetings.
3. Print and distribute agenda for all meetings.
4. Manage all attendance sheets.
5. Act as correspondence clerk.

Section 9: *Treasurer*

1. Manage and record all funds and finances for the club.
2. Keep financial records and collect dues.
3. Pay bills and release funds as voted by the general members.
4. Make financial reports at least once a month at the general member meeting.

*Section 10: UVSA Representative*

1. *Represent De Anza College VSA at United Vietnamese Student Association (UVSA).*
2. *Report the results of the UVSA ICC meetings at both the general member and officer’s meetings.*

Section 15: *Cabinet Members*

1. Represent the members of VSA.
2. Assist the other officers during events/activities that VSA holds.

Article VI: Impeachment/Removal and Replacement of Officers and Members

Section 1: All elected officers may be subjected to impeachment and removal by a two-thirds plus one majority vote of the total membership averaged between the past three member meetings.

[(2/3) (avg. total members of past 3 meetings) +1]

Section 2: An impeachment may only take place when an officer has been neglecting their duty and/or is performing any form of misdemeanor that could damage the club. The declaration of the impeachment must be publicized in a formal general meeting with on week notice to the date which the vote will take place.

Section 3: If an immediate replacement is not available, the President or the VSA Advisor shall make recommendations for a temporary appointee with an expressed assurance on his/her behalf of the effective continuation of VSA functioning.

Section 4: Only officers from the ~~First Branch~~ VSA Cabinet may be eligible to replace an impeached or removed president. The option will be granted in the preceding order: Internal Vice-President, External Vice-President, Secretary, Treasurer, and ICC Representative, *UVSA Representative.*

Article VII: Meetings (General Membership)

Section 1: There must be a public notice on the club board at least three (3) days in advance, or document stating regularly scheduled meetings.

Section 2: At least one (1) meeting must be held on the De Anza campus once a month, verifiable by documented minutes.

Section 3: All financial issues must be validated by a quorum.

*Note: To determine active membership, take the average of the past three (3) general membership meetings’ total roster.*

Article VIII: Meetings (Officers)

Section 1: Officer Meetings are designated to all *Cabinet members and the VSA President* as well as, the Advisor only.

Section 2: Any person not included within Article VIII Section 1, must receive clearance from two officers from the or the *VSA President.*

Section 3: Advisors may over-ride Article VIII Section 2 and allow any person not included in Article VIII Section 1 to participate within the Officer’s Meeting.

Article IX: Committees

Section 1: The standing committees of this club shall be appointed as necessary.

Section 2: Each activity/event that has VSA involved may contain as many committees as necessary.

Section 3: Once the committee has completed the entire occasion, the committee is then concluded and obsolete.

Section 4: Any officer or member is entitled to take part in as many committees as they wish.

Article X: Advisor

Section 1: The role of the advisor is to:

1. Serve as the official staff representative of the college.
2. Work closely with the club to insure a cooperative relationship between the advisor and the club membership.
3. Help each officer of the club understand his/her duties.
4. Give particular attention to the financial activities of the club in order to prevent the incurring of debts for succeeding members to pay.
5. Help students to understand and apply democratic principles within their own organizations, and in working with others.
6. Be present for all official club meetings and activities (business and social), and to advise students of the policies and procedures which they must follow as a club.
7. Be familiar with the ICC Code, ICC Financial Code, ICC Concessions Code, and club financial process.
8. Insure that appropriate college policies are upheld.
9. To sign all club requisitions for the club and to make sure that:
   1. Their student treasurer or (co) president signs it.
   2. That the expenditures are correct within all existing policies.

Article XI: Responsibility

This club accepts full financial responsibility for all activities that bear its name as official sponsor, and will adhere to college regulations. All publicity for any event must bear the name of the sponsoring club.

Article XII: Right to Act

Any club officer or member may not have the right to incur any debt or become involved in any business under the title of by implying the title of a club in any way unless given full authority to do so by the club.

Article XIII: Amendments to the Constitution

Any amendments change requires at least half the total club membership +1 present and a two-thirds vote to pass. Approval of the Advisor(s) is required.

Amended: 02/24/2009 Proposed: 02/27/2009 Approved: 02/27/2009