



# **SOUTHERN CALIFORNIA PILIPINX-AMERICAN STUDENT ALLIANCE CONSTITUTION**

Updated as of 25 May 2020

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## **ARTICLE I: NAME**

The name of this organization shall be the SOUTHERN CALIFORNIA PILIPINX-AMERICAN STUDENT ALLIANCE, and hereafter be referred to as SCPASA.

## **ARTICLE II: PREAMBLE**

Together, we are the voice of proud Pilipinx and Pilipinx-American Students in Southern California.

### **SECTION I: PURPOSE**

1. Support the SCPASA member organizations
2. Promote closer unity and cooperation amongst Pilipinx/Pilipinx-American students in Southern California by coordinating meetings and events
3. Maintain and propagate the cultural and historical heritage of Pilipinx/Pilipinx-Americans
4. Promote awareness of the cultural, academic, social, political, and community aspects of this organization
5. Mobilize and enact positive change in the community
6. Provide the development of leadership skills, opportunities, and training.

### **SECTION II: VISION**

1. SCPASA envisions a space where Pilipinx-Americans come together to build a supportive network aimed toward helping one another surpass cultural, social, and professional boundaries to engender positive change within each other's lives.

### **SECTION III: MISSION**

1. Honor our Pilipinx roots by raising awareness of the diverse languages, behaviors, and traditions of our people, while providing an education on the current issues Pilipinx-Americans face.
2. Provide an avenue for students to explore and unlock their potential by understanding their identity and purpose through the lens of Pilipinx history, culture, and experiences.
3. Establish relationships within our organization that engage students with community leaders and professionals.
4. Challenge injustice by advocating for the transformation of institutions that inflict harsh community conditions on Pilipinx and Pilipinx-Americans.
5. Increase the visibility of our skills, contributions, and resilience, not only as Pilipinx-Americans but as global citizens.

## **ARTICLE III: MEMBERSHIP**

### **SECTION I: ORGANIZATIONS**

1. Membership into SCPASA shall be open to any chartered Pilipinx-based student organization in Southern California Colleges and Universities.
  - a. Any chartered student organization that does not satisfy membership requirements may participate as an affiliate upon acceptance by the majority of the Executive Board, then by active general membership organizations.
2. Requirements:
  - a. Completion and submission of SCPASA Commitment Statement.
  - b. Submission of organization's constitution and bylaws.
  - c. SCPASA shall be notified of any changes in Executive Board Members, representatives, or other changes in pertinent information. Each organization is responsible for updating SCPASA at its earliest convenience.
3. Any organization that has fulfilled membership requirements shall be referred to as an active member organization.
4. Inactive member organizations consist of those who have fulfilled membership requirements but have not attended a minimum of at least two SCPASA general meetings during the year.
  - a. Inactive member organizations will have their voting privileges suspended until they are reinstated.
  - b. Inactive members must attend two SCPASA general meetings in order to be reinstated.
5. Duration of membership shall last one academic school year and must be renewed at the next academic year.
  - a. The duration of the academic school year shall be from August to June.
6. Membership status will be revoked upon majority vote of active general membership.
  - a. Current Executive Board will evaluate the situation and will decide grounds for termination which will be presented to the general membership.
  - b. All disciplinary actions will be void at the end of the academic year in which it was implemented.

### **SECTION II: INDIVIDUALS**

1. Eligibility for membership or appointed or elected student officer positions may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.
2. Anyone who is a member of an SCPASA organization is an automatic member of SCPASA.
3. Anyone who is not a college student shall be an Honorary Member.
  - a. Anyone who is not associated with a member organization is an Honorary Member.

## **ARTICLE IV: EXECUTIVE BOARD**

Upon election into position, the incoming Executive Board must sign and date the Constitution confirming understanding of duties and responsibilities and commitment to SCPASA.

### **SECTION I: ORGANIZATION**

1. **Executive Board Members** (in hierarchy)
  - a. Chairperson
  - b. Vice Chairperson
  - c. Financial Director(s)
  - d. Administrative Director(s)
  - e. Community Development Director(s)
  - f. Public & Community Relations Director(s)
  
2. **Term Limits**
  - a. Length of term for Executive Board shall be one year upon elections
    - i. June to June of the subsequent year
  - b. Chairperson and Vice Chairperson shall serve no more than two terms within their respective position.
  - c. Executive Board Members shall serve no more than two consecutive terms for a single position.
  
3. **Voting Privileges**
  - a. Quorum must be achieved where the majority of the total of the Executive Board is present at the time of the vote.
  - b. All Executive Board Members must be notified and informed on all matters being voted on.
  - c. Majority vote shall be the deciding factor of all items voted on by the Executive Board, unless the vote results in a tie in which the Chairperson decides the final result.
  - d. All votes from each of the Executive Board Members count whether or not they are present.

### **SECTION II: OFFICER DUTIES/RESPONSIBILITIES**

1. **Executive Board Members** (in hierarchy)
  - a. **Chairperson**
    - i. Be responsible for the performance of other Executive Board Members and maintain compliance with this Constitution.
    - ii. Assist and oversee all SCPASA programs and projects.
    - iii. Facilitate or delegate facilitation for each of the SCPASA executive and general meetings utilizing Robert's Rules of Order.
    - iv. Coordinate agenda with the Executive Board for all SCPASA executive and general meetings utilizing Robert's Rules of Order.
    - v. Act as the primary contact for SCPASA.
    - vi. Maintain relations with community organizations (SIPA, NaFFAA, MAFA, SIFA, NWFASA, NCPASA, etc.) locally, regionally, nationally, and internationally.
    - vii. Mediate any discussions of conflict within SCPASA in conjunction with the general committee.

- viii. The spokesperson of SCPASA unless delegating this duty to another Executive Board Member.
- ix. Attend all SCPASA executive and general meetings as appropriate and in accordance to attendance outlines.
- x. Responsible for creating and maintaining public relationships with other Filipinx-American community organizations in Southern California and with the general public.
- xi. Outreach to other Filipinx-American community organizations for networking and community building purposes.
- xii. Promote SCPASA and its activities and events in community announcements and local media via fliers, press releases, etc.
- xiii. Obtain contact information for representatives from all community organizations (name, position, phone number, email, website, etc.)
- xiv. Must hold bi-annual Presidential Meetings
- xv. Train the next elected Chairperson.

**b. Vice Chairperson**

- i. Assume the duties of the chairperson in their absence.
- ii. Oversee duties of the committees.
- iii. Create a social media network with the general member organizations.
- iv. Outreach to inactive SCPASA member organizations and potential new member organizations by contacting representatives to inform them of upcoming SCPASA events, activities, and announcements and encouraging them to attend SCPASA meetings and events.
- v. Work in conjunction with the Executive Board to help achieve the goals and maintain the purpose of this organization.
- vi. Maintain communication with the general member organizations.
- vii. Act as the secondary contact for SCPASA
- viii. Attend all SCPASA executive and general meetings as appropriate and in accordance to attendance outlines.
- ix. Train the next elected Vice Chairperson.

**c. Financial Director(s)**

- i. Maintain details of all financial transactions of SCPASA by keeping an accurate record of all money received and disbursed digitally and physically.
- ii. Collect annual membership dues, if decided by the Executive Board, from each member organization for use for SCPASA events and activities. Provide advance notice of collection of dues to member organizations.
- iii. Coordinate and implement fundraising projects.
- iv. Spearhead, plan, and coordinate fundraising events with SCPASA member organizations in order to raise funds for SCPASA sponsored events.
- v. Distribute donation letters for all events.
- vi. Research grant opportunities, scholarships, and sponsorships for SCPASA sponsored events.
- vii. Must receive approval from the other Executive Board Members by majority vote before using and disbursing SCPASA funds.
- viii. Assist Executive Board with projects.

- ix. Attend all SCPASA executive and general meetings as appropriate and in accordance to attendance outlines.
- x. Train the next elected Financial Director(s).

**d. Administrative Director(s)**

- i. Maintain a current directory of organizations of SCPASA by obtaining contact information, up-to-date constitutions, and maps of general member organizations of general member organizations.
- ii. Maintain a current directory of contact information for representatives from all member organizations (name, position, phone number, email, website, etc.)
- iii. Update and maintain current archives of SCPASA (summit, accounts, etc.)
- iv. Keep an up-to-date record of all SCPASA general agendas and minutes of all meetings.
  - 1. Furnish a copy of each board meeting minutes and general meeting agendas, including a list of all attending members, shall be available for member's references when requested.
- v. Keep an updated event calendar available to general member organizations containing important dates, events, and activities from the Alliance and member organizations.
- vi. Utilize and enforce Robert's Rules of Order for executive and general meetings.
- vii. Handle and maintain records of all professional correspondence pertaining to SCPASA.
  - 1. Maintain integrity of SCPASA Drive by consistently managing and reviewing files in accordance with formatting terms, creating the succeeding Executive Board's Drive, and organizing files appropriately.
  - 2. Files emails according to position and notifies the appropriate Executive Board member regarding important and time sensitive emails as soon as possible.
- viii. Facilitates and files all check-in and evaluations for all events for future reference.
- ix. Keep track of membership status for each general member organization.
- x. Assist Executive Board with projects.
- xi. Attend all SCPASA executive and general meetings as appropriate and in accordance to attendance outlines.
- xii. Train the next elected Administrative Director(s).

**e. Community Development Director(s)**

- i. More may be elected by the general member organizations as needed for the projected calendar year.
- ii. Assemble staff committees (i.e. Summit, Collab, etc.) as necessary in implementing programs and projects designed by the Executive Board. Executive Board Members must review and approve assembly.
  - 1. The design is under the discretion of the Community Development Director(s) based on designated programs and projects.
  - 2. SCPASA members are eligible to participate
- iii. Coordinate with SCPASA general member organizations and outside resources in implementing programs.

- iv. Conduct further research into issues that affect SCPASA constituents in accordance with their designated projects.
- v. Keep an organized folder (digital or physical) of all actions and contacts made during the program's duration.
- vi. In the event a Community Development Director(s) is unable to facilitate an activity or event, the remaining Executive Board Members may fulfill the responsibilities.
- vii. Assist Executive Board with projects.
- viii. Attend all SCPASA executive and general meetings as appropriate and in accordance to attendance outlines.
- ix. Train the next elected Community Development Director(s).

**f. Public & Community Relations Director(s)**

- i. Maintain direct communications with organizations in and out of SCPASA.
- ii. Publicize upcoming SCPASA events to the general members as well as organizations outside of SCPASA.
- iii. Maintain and update the SCPASA website and other social media outlets with a summary of the Alliance's current business, upcoming meetings, activities, and events, as well as include pictures and/or other media informing the community of SCPASA activities and announcements.
- iv. Assist Executive Board with projects.
- v. Attend all SCPASA executive and general meetings as appropriate and in accordance to attendance outlines.
- vi. Train the next elected Public & Community Relations Director(s).



## **ARTICLE V: AUXILIARIES**

### **SECTION I: APPOINTED BOARDS/COMMITTEES**

Appointed positions include but are not limited to: National Representatives, Summit Planning Committees, Internship Board, etc.

1. The Executive Board is responsible for appointing positions as necessary.
2. The Executive Board will design an appointment process appropriate for the appointed position through choice of the following:
  - a. Positions may be successfully filled by a unanimous vote among the Executive Board.
  - b. Positions may be successfully filled by a simple majority vote among the Executive Board.
  - c. Positions may be successfully filled by a simple application process that has been reviewed and approved by the majority of the Executive Board.
3. Appointed positions will last for the duration of the project.
4. Appointed positions shall have no voting privileges.

### **SECTION II: BOARD OF ADVISORS**

The SCPASA Board of Advisors shall serve primarily as a consultative body to the Executive Board and as a general resource to SCPASA. The selection and appointment of the Board of Advisors will be under the discretion of the elected Executive Board within the first two months of being elected using the Voting Process listed in Article 7, Section 5. The Board of Advisors shall consist of a minimum of one member and up to ten members, with a target of four members.

#### **1. Eligibility**

- a. All candidates for the Board of Advisors must have held a leadership role in a collegiate, community or professional organization(s) prior to their appointment, though a former SCPASA Executive Board Member is highly preferred
  - i. Not limited to, graduate students, alumni, professionals, and community members with the exception of undergraduate students.
- b. All candidates for the Board of Advisors must have attended at least two professional SCPASA meetings and/or events prior to their appointment.

#### **2. Duties/Responsibilities**

- a. Advise and assist the Executive Board with problems and/or issues that arise through the course of managing SCPASA operations.
- b. Encouraged to attend SCPASA general meetings and events and maintain an active presence among member organizations.
- c. Ensure that the actions of the Executive Board are in compliance with the Constitution.
- d. Hold an annual meeting with the Executive Board to evaluate organizational progress, address concerns, and overall growth of the organization post-Summit.
- e. Represent SCPASA at community and professional events at the discretion of the Executive Board.

#### **3. Term Limit**

- a. The term of an advisor shall be from August to June of the subsequent year.
- b. The advisor position may be renewed for three consecutive terms.

- i. Members of the Board of Advisors may be nominated for re-appointment by the previous Executive Board and will be confirmed at the discretion of the succeeding Executive Board.

**4. Voting Privileges**

- a. Board of Advisors shall have no voting privileges.

## **ARTICLE VI: MEETINGS**

It is mandatory for all Executive Board Members to attend General Body and Executive Board meetings.

### **SECTION I: GENERAL BODY MEETINGS**

1. The Executive Board shall draft and publicize a schedule of monthly general meetings bi-annually.
2. General meeting host school must be active.
3. Selection of the general meeting host school will be under the discretion of the Executive Board.
4. Hosting organization is responsible for location, site, directions, and signs.
5. Hosting organization shall be involved in all respects of planning with clear and open communication.
6. All meetings are open to the public unless designated as closed.
7. General Body Meetings may be defined as Collabs, Town Halls, Unity Dinner, End of the Year Banquet, etc. so long as they are not social events.

### **SECTION II: EXECUTIVE BOARD MEETINGS**

1. All Executive Board Members will be the voting body, and every Executive Board position must be recognized.
2. Quorum must be achieved where the majority of the total of the Executive Board is present at the time of the meeting.
3. *Purpose:*
  - a. Addressing special issues, events, proposals, and preparing general meeting agendas.
  - b. All member organizations will be notified of all pertinent decisions made.
  - c. If the Chairperson is not available to run the Executive Board meeting, then the next highest position Executive Board member present shall become Facilitator.
  - d. Robert's Rules of Order will be applied during the Executive Board meeting. Any inappropriate conduct will cause for dismissal by the Chairperson or Facilitator.
  - e. Failure to notify the Chairperson or Administrative Director of a tardy will count as an unexcused tardy. Three (3) unexcused tardies will equal one (1) unexcused absence. The approval of the tardy is at the discretion of the Chairperson only.
  - f. Failure to notify the Chairperson or Administrative Director of an absence will count as an unexcused absence.
  - g. A total of three (3) unexcused absences from the Executive Board will result in probation. Probation will include a meeting with the Chairperson and Vice Chairperson and a one (1) month loss of voting privileges. At the end of the one-month probationary period, the Executive Board will vote to either reinstate the Officer's voting privileges or vote to eject the officer from the Board.

### **SECTION III: EMERGENCY MEETINGS**

1. Emergency meetings may be called at the discretion of the Executive Board.
2. *Purpose:*
  - a. Any issue(s) that must be discussed and reviewed upon at the certain time in best interest of the organization.
  - b. All member organizations will be notified of all pertinent decisions made.
  - c. Emergency Meetings will be structured under the discretion of the Executive Board.

## **ARTICLE VII: NOMINATIONS & ELECTIONS**

Organized chronologically in regards to process.

### **SECTION I: ELIGIBILITY**

1. Candidates for Chairperson
  - a. Have prior experience as an SCPASA elected Executive Board member.
  - b. Must have attended at least one SCPASA Summit.
  - c. Be endorsed by an SCPASA active general member organization.
  - d. Be an active member of an 'active' SCPASA member organization at the time of nomination
2. Candidates for Vice Chairperson
  - a. Have prior experience as an SCPASA elected Executive Board member or leadership position within their respective organization
  - b. Must be an active member by attending at least three SCPASA events.
  - c. Highly preferred to have attended at least one SCPASA Summit
  - d. Be endorsed by an SCPASA active general member organization.
  - e. Be an active member of an 'active' SCPASA member organization at the time of nomination
3. Candidates for Financial Director, Administrative Director, Community Development Director, and Public and Community Relations Director
  - a. Have prior experience as an SCPASA elected Executive Board member or leadership position within their respective organization
  - b. Must be an active member by attending at least three SCPASA events.
  - c. Highly preferred to have attended at least one SCPASA Summit
    - i. Required for Community Development Director
  - d. Be endorsed by an active SCPASA general member organization.
  - e. Be an active member of an 'active' SCPASA member organization at the time of nomination
4. All candidates must be a student in a collegiate setting and an active member organization within SCPASA.
5. Any committed individual, regardless of their age at the time of elections, may be eligible to run for any position within the Executive Board.
6. In extraneous circumstances, eligibility requirements may be waived by the Executive Board and Board of Advisors for any position.

### **SECTION II: NOMINATIONS**

Nominations for Executive Board Members must be held in the last week of April prior to the election meeting and will remain open through the Election meeting.

1. Each member may nominate their own candidates for office.
  - a. Each motion to nominate a candidate must be seconded by another SCPASA active general member organization other than the organization that made the motion.
2. Each nominated candidate must accept or decline seven days prior to the day of elections.
3. Candidates may be nominated for multiple positions but may only accept one office.
4. Write-Ins:
  - a. Active member schools and organizations may nominate eligible candidates on the day of elections.
5. Nomination procedures are:

- a. Motion for nomination by a member of an active SCPASA organization.
- b. Nomination statement by nominating individual.
- c. Second motion by another member of an active SCPASA organization.
- d. Confirmation of nomination by nominee.

### **SECTION III: SPEECHES**

1. Nomination Speeches
  - a. Occurs once a nomination is submitted during election season.
  - b. The primary nominating member of an active SCPASA organization for the candidate will briefly state their rationale for endorsement of the candidate. The secondary nominating member of an active SCPASA organization for the candidate may optionally choose to briefly state their rationale for endorsement of the candidate.
2. Candidate Speeches
  - a. The Chairpersons and Vice Chairpersons candidates' speeches must not exceed three minutes with a five minute question-and-answer period.
  - b. The Financial Director, Administrative Director, Community Development Director, and Public and Community Relations Director candidates' speeches must be no longer than three minutes with a three minute question-and-answer period
3. If there are multiple candidates for the same position, candidates must not be present during each other's speech and question-and-answer.

### **SECTION IV: ELECTIONS**

1. Elections Committee
  - a. Will consist of the individuals from the current Executive Board and Board of Advisors under the discretion of the Executive Board and shall run the elections with the exception of those Executive Board Members who are candidates.
  - b. In the event that all Executive Board Members are all candidates, the Board of Advisors will assume the responsibility and shall have the ability to form a committee consisting of members of active general member organizations.
  - c. The counting of ballots shall be performed by the Elections Committee.
  - d. The members of the Elections Committee shall not include candidates and should consist of no more than five individuals.
2. The order of offices shall be voted upon as listed in Article 4, Section 1.
3. Elections must be held in the last week of May.

### **SECTION V: VOTING PROCESS**

1. **Process**
  - a. Voting shall be done as a Secret Ballot.
    - i. Ballots shall only be viewable to the Elections Committee.
  - b. Voting body shall vote through designated forms created by the Elections Committee.
  - c. All discrepancies will be reviewed by the Elections Committee.
  - d. Elections or any other special circumstances shall be voted by secret ballot or at the discretion of the Executive Board.
2. **Eligibility to Vote**
  - a. Each recognized SCPASA active general member organization shall be entitled to one vote.

- b. Associate and inactive organizations do not have voting privileges, but they may engage in discussion and/or debate.

## **SECTION VI: OFFICIAL WIN**

1. An official win will be considered as the candidate with the most votes.
2. In the event of a tie, a special “closed session” will be held to decide the winner. The participants in this section will be made up of Executive Board Members in the current administration and newly elected Executive Board Members and shall declare the winner (excluding Executive Board Members Elect in question).
  - a. The outgoing Chairperson will act as the Facilitator of this and will not cast a vote, unless it is to break a tie.

## **ARTICLE VIII: RESIGNATION AND IMPEACHMENT PROCESS**

1. Resignation of Executive Board Members must be in writing and submitted two weeks prior to implementation with valid reasoning.
2. Impeachment of Executive Board Members may be done by:
  - a. Two Executive Board Members or two different active general member organizations submitting one written report each revealing their intent to impeach an officer.
  - b. The Executive Board (those not being impeached), with aid from the Board of Advisors, will determine the validity of the written reports and assess the impeachable offenses. If impeachment offenses are valid, notices will be sent to the general membership before the impeachment process continues.
  - c. Upon the validity of the impeachment, Executive Board will grant an initiation process towards impeachment activated at the following general meeting entailing a trial process which includes:
    - i. A review of impeachable offenses.
    - ii. Officer’s defense.
    - iii. Discussion and debate.
  - d. Voting on impeachment where impeachment will be successful with a 2/3 vote from the active general member organizations.

## **ARTICLE IX: AMENDMENTS PROCESS**

1. If a member would like to propose an amendment to the constitution, they need to adhere to the following process:
  - a. The Constitution will be revisited at least every two years.
  - b. Proposed amendments will be reviewed by the Executive Board Members at the Executive Board meeting.
  - c. The proposed amendment will be announced at an SCPASA general body meeting.
  - d. Discussion and debate of the amendment during the general body meeting.
  - e. A 2/3 vote from the active general member organizations is required to pass the amendment successfully.
  - f. If passed, it will be effective immediately and documented by the Administrative Director.
  - g. Revised Constitution, if revised at all, must be presented to the active SCPASA Member Organizations at the following general body meeting.