

# Constitution

ORGANIZATION OF YOUNG FILIPINO AMERICANS

## **ARTICLE I: The Organization**

### *Section 1. Name*

The organization shall be known as the Organization of Young Filipino Americans (OYFA).

### *Section 2. Purpose*

The organization shall have several purposes:

- A. To heighten awareness and appreciation of the Filipino/ Filipino American culture.
- B. To promote fellowship within the Filipino community at the University of Virginia, in the local community, as well as with OYFA alumni and other Filipino organizations.
- C. To increase interaction and understanding within the Filipino American and Asian Pacific American communities, as well as between Filipino Americans and the University at large.
- D. To provide a cultural, social, service, and academic network for our members.

### *Section 3. Allegiance*

The organization shall abide by the University of Virginia's Policies for Contracted Independent Organizations (CIOs) and all regulations and expectations as outlined in the University Record.

## **ARTICLE II: Membership**

### *Section 1. Non-Discrimination Statement*

Membership, programs, or activities shall not be restricted by reason of age, color, disability, marital status, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, veteran status or family medical or genetic information. Notwithstanding these requirements, a CIO may petition to restrict its membership based on an ability to perform the activities related to the organization's purpose by filing a written request with the Office of Dean of Students. In evaluating any such requests, the University will look not merely to the constitution of an organization but to its actual practices and operations.

## *Section 2. Members*

- A. Members must recognize the need for OYFA and believe in the goals upon which it was founded. All members are encouraged to actively participate in the majority of OYFA's meetings and activities.
- B. Members Classifications:
  - a. Regular Members- members consist of all students, faculty, and staff of the University of Virginia who attend meetings (a minimum of one meeting).
    - i. Paid - members consist of all students, faculty, and staff of the University of Virginia who are regular members, current with their dues, and hold voting rights.
    - ii. Unpaid - members consist of all students, faculty, and staff of the University of Virginia who are regular members not current with their dues, and thus do not hold voting rights, and cannot hold office.
  - b. Associate Members - Associate members consist of all members that are not involved with the University of Virginia system (i.e. students, faculty, and staff of different universities, members of the Charlottesville area, active members' parents, other Filipino organizations, current with their dues, and hold voting rights.
  - c. Honorary Members - Honorary members consist of Alumni of the University of Virginia, students of other universities, parents of active OYFA members, and members of the Charlottesville area who would like to participate in the organization's activities who have not paid dues. Honorary members cannot vote during elections or hold office.

## *Section 3. Membership Dues*

- A. All active and associate members are required to pay dues to the Treasurer in order to hold voting privileges, in addition to other privileges that will be agreed upon by the Executive Board throughout the year.
- B. The amount for dues shall be determined by the officers at the CIO Budget Proposals held by the Student Council Appropriations Committee during the Spring semester.
- C. The Treasurer shall set dates for the collection of dues in the beginning of the academic year.

D. Dues will only be valid for that academic year.

### **ARTICLE III: The Executive Board**

#### *Section 1. Executive Board Officers*

- A. The Executive Board of the organization shall refer to and include: President, Vice-President, Treasurer, Corresponding Secretary, and Recording Secretary.
- B. The specific powers and duties of each Executive Board Officer are outlined in the By-Laws of the Constitution.
- C. Additional offices may be established and existing offices may be removed if deemed necessary through an amendment of the Constitution.
- D. Academic Requirements
  - o After turnover on April 1st, Executive Board Officers must be in Good Academic Standing during their terms in accordance with the academic policies of their respective schools at the University of Virginia.
  - o If an Executive Board Officer is unable to meet the requirements for Good Academic Standing, he/she will be placed on Academic Warning according to the University of Virginia.
  - o If an Executive Board Officer is placed on Academic Warning, he/she will have to report his/her Academic Standing to the rest of the Executive Board whereby he/she will have to report at each bi-weekly Executive Board Meeting the progress with which his/her grades are improving.
  - o If an Executive Board Officer is in danger of suspension at the end of his/her fall semester during his/her term, he/she must give the Executive Board warning before the semester ends in order to give Executive Board and Council time to induct an interim replacement.
  - o The academic record of the individual under Academic Warning is to be kept private among Executive Board members at all times. Failure to keep the academic record of the individual private threatens the community of trust within the organization and will lead to the impeachment of the individual who discloses the private information if the identity of said individual is confirmed with valid proof (i.e. witness, documentation, etc.).

## *Section 2. Qualifications of the Executive Board*

- A. Paid Regular members, who are students of the University of Virginia and are current with their dues, may become Executive Board Officers.
- B. The office of the President and Vice President may only be filled by a Paid Regular member with prior experience as either an officer or a Committee Co-Chair who has served two full semesters.
- C. Academic Requirements
  - After turnover on April 1st, Committee Co-Chairs must be in Good Academic Standing during their terms in accordance with the academic policies of their respective schools at the University of Virginia.
  - If a Committee Co-Chair is unable to meet the requirements for Good Academic Standing, he/she will be placed on Academic Warning according to the University of Virginia.
  - If a Committee Co-Chair is placed on Academic Warning, he/she will have to report his/her Academic Standing to his/her Overseeing Officer, the Executive Board, and his/her Co-Chair whereby he/she will have to report to his/her Overseeing Officer privately at the end of each bi-weekly Executive Council Meeting the progress with which his/her grades are improving.
  - According to the University of Virginia, if a student is given an Academic Warning for two consecutive semesters, he/she will be suspended from the University.
  - If a Committee Co-Chair is in danger of suspension at the end of his/her fall semester during his/her term, he/she must give the Overseeing Officer warning before the semester ends in order to give Executive Board and Council time to induct an interim chair.
  - The academic record of the individual under Academic Warning is to be kept private among Executive Board members and the individual's Co-Chair at all times. Failure to keep the academic record of the individual private threatens the community of trust within the organization and will lead to the impeachment of the individual who discloses the private information if the identity of said individual is confirmed with valid proof (i.e. witness, documentation, etc.).

## *Section 3. Terms of Office*

- A. The Executive Board Officers may not hold the same office for more than two years.
- B. The Executive Board Officers are expected to serve for a full academic year. Exceptions may be made under extreme circumstances and the officer will need to follow the resignation procedure.
  - a. In the event that an Executive Board Officer completes their undergraduate education prior to the end of their elected term, they are expected to fulfill their position in office so long as they are a full time resident in the UVA/Charlottesville area.
- C. The Executive Board Officers will serve on a voluntary basis.
- D. The official turnover date is April 1st of each year, when all powers and duties are relinquished to the new officers. The newly appointed Executive Board will undergo a training period which includes Leadership Workshops organized by their predecessors in late March or early April. The next meeting scheduled thereafter is the Turnover General Meeting in which the new officers receive hands-on experience.

#### **ARTICLE IV: The Executive Council**

##### *Section 1. Executive Council*

- A. The Executive Council of the organization shall refer to and include the Executive Board, all Standing Committee Co-Chairs, Student Advisors, and any existing Special Committee Co-Chairs.
- B. The duties and responsibilities of the Executive Council Committee Co-Chairs shall be outlined in the By-Laws of the Constitution.
- C. Additional positions may be established as necessary through an amendment of the Constitution.

##### *Section 2. Qualifications of the Executive Council*

- A. Active members, who are University of Virginia students and are current with their dues, may become Executive Council Committee Co-Chairs.
- B. No prior experience is necessary to fill the position of Co-Chair for any Committee.

### *Section 3. Standing Committees*

- A. Each standing committee shall have two Co-chairs, except for the Webmaster, who shall have one chair.
- B. The standing committees shall include the following:
  - 1. Cultural Committee
  - 2. Historic Committee
  - 3. Membership Committee
  - 4. Public Relations Committee
  - 5. Community Committee
  - 6. Social Committee
  - 7. Sports Committee
  - 8. Advocacy Committee
  - 9. FIND District VII Representatives
  - 10. Webmaster
  - 11. Scholarship Endowment Committee

### *Section 4. Special Committees*

- A. Special committees may be formed for any special events and tasks the organization may be undertaking as to be approved by the President.
- B. The number of Co-chairs that will supervise Special committees shall be determined by the President.

### *Section 5. Terms of Office*

- A. The Executive Council Committee Co-Chairs are expected to serve a full academic term. Exceptions will be considered under extreme circumstances and the officer will be expected to follow the resignation procedure.
- B. All powers and duties of the new Executive Council Committee Co-Chairs will be relinquished to the new chairs at the Executive Council Training Workshop, which will be organized by the newly elected Executive Board in April.

## **ARTICLE V: Advisors**

Advisors shall offer advice and support as deemed necessary for the progress of the organization. They must have experience in guiding the organization to reach its objectives.

### *Section 1. Faculty Advisors*

- A. The organization shall have at least one Faculty Advisor who is a member of the University of Virginia staff or faculty. Additional faculty advisors may or may not be members of the University of Virginia staff or faculty.
- B. The selection of Faculty Advisors must be determined by a majority vote of the Executive Council after turnover.
- C. Faculty Advisors are not required to pay dues, but still have all regular paid member privileges.

### *Section 2. Student Advisors*

- A. The organization may have up to two Student Advisors.
- B. Students who wish to serve as Advisors must submit a written statement to the Executive Board explicating his/her experience working within the organization and his/her qualifications on being a suitable advisor.
- C. Student Advisors must have at least two years of experience on the Executive Board/Council in order to be qualified for the position. In the event that no individual meets these requirements or only one Student Advisor is selected and accepts the position, third years with at least one year of experience on the Executive Board/Council may apply for the position.

## **ARTICLE VI: Nomination and Election Procedures**

### *Section 1. Nomination Procedure*

- A. Nominations for Executive Board shall be held during the nominations meeting in February; however, additional candidates for an office or position may be nominated at any time after the nominations meeting and up until the midnight before the day of elections. Nominations for Executive Council will be held in March.
- B. Nominations for each office or position will be accepted either by another member's motion or by self-nomination, followed by a second motion of nomination.
- C. A member of the organization may only be a nominee for one position.



- D. A nominee for an office or position has the option of declining his/her candidacy. Declined nominations will be accepted until the election procedure begins. Once election procedure begins, the nominee cannot decline.

## *Section 2. Election Procedure*

- A. An attendance of 51% of current voting members is necessary to hold an election meeting.
  - 1. After the designated election start time, allow 20 minutes to reach 51% of the paid members and if by that time the 51% is not reached then the Executive Board can put the vote to begin elections without the 51% or to wait until it is reached. At that point, it is at the Executive Board's discretion.
- B. Election Meeting for Executive Board Officers:
  - 1. The elections and speeches for Executive Board offices will be held at the special elections meeting before the end of February.
  - 2. The Executive Board will be elected in the following order: President, Vice-President, and the remaining three offices of Corresponding, Secretary, Recording Secretary, and Treasurer will be elected in any order the Executive Board feels necessary.
    - 1. For each Executive Board Office, the outgoing Executive Board Member will speak before the nominees are presented. He/she will state the responsibilities of his/her position and also mention the qualifications to be a successful Board Member.
    - 2. If the outgoing officer is running for re-election, the President or Vice President will state the responsibilities of his/her position and also mention the qualifications to be a successful Board Member.
- C. Each nominee will be allotted three minutes for speeches. Nominees for the office who are not currently speaking will be asked to wait outside until it is their time to appear before the forum.
  - 1. Members will then have eight minutes to ask any questions pertaining to that nominee's qualifications and platform. One extension for five minutes is allowed.

2. A moderator, the outgoing Executive Board Member or, in case of someone running for re-election, a person appointed by the Executive Board, will decide what the relevant questions shall be during the Question and Answer Section, and comments regarding the nominee on the Deliberation Section.
3. After all nominees have spoken, the members, discussing only the office in question and the nominees running for that office will hold an open forum.
4. The outgoing Executive Board Officer is prohibited to make any comments concerning the nominees for the same office.
5. This deliberation process is limited to fifteen minutes for Executive Board offices. Two extensions for fifteen minutes are allowed.
6. The Moderator, the outgoing Executive Board Officer, will decide request for extensions.
7. One of the current officers must keep accurate time of all speeches, question and deliberation periods.
8. All matters that are discussed during elections must be kept within the frame of elections and must not be discussed outside of the forum.
9. A motion to close may end a question-and-answer or deliberation session if there is no opposition.

D. Elections Meeting for Committee Co-Chairs:

1. The elections and speeches for Executive Council positions will be held at the special elections meeting before the end of March.
2. The committee Co-Chairs will be elected in any order the Executive Board feels necessary.
3. Each nominee will be allotted two minutes for speeches.
4. Members will then have eight minutes to ask questions pertaining to that nominee's qualifications and platform. After all nominees have spoken, an open forum will be held by the members, discussing only the position in question and the nominees running for that position. The outgoing Committee Co-Chair is prohibited from making any comments concerning the nominees for the same position. This deliberation process is limited to ten minutes for Committee Co-Chair positions, unless there is a majority vote to have it extended. One ten-minute extension is allowed. A motion to close may end a question-and-answer or deliberation session if there is no opposition.

- E. If vacancies exist after the Council elections, Interim Chairs may be selected to serve on Executive Council for the remainder of the year and into the summer. Selection for Interim Chairs shall proceed as follows:
1. Members who wish to serve as an Interim Chair must submit a written email to the Executive Board explaining their desire and qualifications for the vacant Council position.
  2. The Executive Board will review all candidates for each vacant position and will select the new Interim Chairs.
  3. Selection of Interim Chairs will take place after the original Council Elections and before Executive Council Training. Interim Chairs will then be included in the training workshop along with the rest of the Executive Council.
- F. Nominations for positions not filled during the spring elections will be open until midnight before the elections. Elections shall be held in October. Executive Board will determine when these elections will be held based on the number of candidates running and positions to be filled.
- G. If positions are not filled after the elections in October, the Executive Board will decide the appropriate course of action.

## **ARTICLE VII: Voting**

### *Section 1. Qualifications for Voting*

Qualifications for voting are restricted to active and associate members.

### *Section 2. Voting Procedures*

- A. Voting shall be done by secret ballot. In the case that a candidate is running unopposed, a show of hands shall be sufficient.
- B. A simple majority is needed for a final decision on the subject matter at hand.
- C. Voting during Elections:
  - 1) A simple majority will determine the new officers in each case, except in the case Where a simple majority is not reached or where there is:
    1. A significant number of abstains (See below).

2. A simple majority shall be defined as more than 50% of the voting members in attendance.
- 2) Voting by secret ballot: Ballots revealing only the name of the desired candidate for the office or position in question will be received and tallied by the outgoing Vice-President and Treasurer, except when the residing Vice-President and Treasurer is a nominee for the office or position in question. In such a case, any officer not contesting a position will tally the votes.
  1. Voting members who do not feel confident in any of the candidates may abstain his/her vote. This must be done with a written "abstain" on his/her ballot.
- 3) In case a simple majority is not reached for all positions being decided upon, the floor will be reopened for one ten-minute deliberation period. If one candidate has gained a simple majority, they will be taken out from the second vote and given the position. There will be a second vote for all remaining candidates in question by the original voting members, who voted for that particular office or position. If with the second vote, a simple majority fails to be reached, the outgoing President will discuss the decision with the current Executive Board to select the necessary course of action.
- 4) In the case where the candidate is uncontested, if the number of abstains is within two votes of the total number of votes for the popular candidate, the floor may be reopened for one ten-minute deliberation period. A re-vote will then be taken.
  1. In the case of a re-vote, if the candidate does not receive a simple majority, the outgoing President will discuss the decision with the current Executive Board to select the necessary course of action.
- 5) Voting members who arrive after election procedures for a particular office have commenced may not speak during the deliberation or question-and-answer sessions or cast his/her vote for that office.
- 6) If a nominee feels that there is a discrepancy in the tally of votes, he/she may request a re-vote to be tallied by the President.

## **ARTICLE VIII: Impeachment, Resignation, and Replacement**

### *Section 1. Impeachment*

#### A. Grounds for Impeachment:

1. Any elected officer may be removed from office for failure to adhere to the attendance policy outlined in Article IX and for failure to fulfill their duties and obligations outlined in the By-Laws of the Constitution.
2. Members may bring up charges against any officer in writing to the Executive Council. If the Executive Council finds the charges reasonable for dismissal, it shall proceed with impeachment procedures.

B. Impeachment Procedures:

1. A special General Meeting will be called in which members shall be informed of the charges brought against the officer in question.
2. Impeachment of any officer must have a two-thirds majority vote of all active members present.
  1. The 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.

*Section 2. Resignation*

- A. In a situation when an Executive Council Committee Co-Chair willingly resigns his/her position, he/she must first submit a letter of resignation addressed to the President and Vice-President and later announce the decision to the Executive Council within two weeks.
- B. The letter of resignation must include reasons for the decision and his/her signature accompanying a statement indicating their willingness to relinquish their office or position and related duties.
- C. The person in question must train their successor and provide him/her copies of any documents relating to the office or position. Under extenuating circumstances, if that person is unable to train the incoming officer, the Executive Board will delegate an officer who can effectively train the successor.

*Section 3. Replacement*

- A. Should there be a vacancy in the Presidency during the year, the Vice President shall automatically assume the role and responsibilities of the presidency.
- B. Open nominations for the Vice-Presidency shall be held at the next Executive Council meeting. The Executive Board will decide when the election will be held to determine the new Vice-President.

- C. Should there be a vacancy in any other office or position during the year, the Executive Board will decide on the appropriate course of action.
- D. Should there be a vacancy in any other office or position during the year after Interim Elections have been held for that academic school year, the Executive Board will select a replacement through the following process
  - i. Open nominations to general body
  - ii. Only paid members of the organization may be nominated
  - iii. A nominee for an office has the option of declining his or her candidacy
  - iv. Nominations may be declined until the interviews begin
  - v. Once the interviews begin a nominee cannot decline
- 1. The Executive Board shall hold an interview with themselves and the co-chair of the contested position
- 2. Voting
  - 1. A simple majority is needed for a final decision on the subject matter at hand.
  - 2. In the event that a simple majority is not met, the Executive Board and the co-chair of the contested position must reevaluate and hold another vote until a simple majority is met.

#### **ARTICLE IX: Attendance Policy**

- A. The Executive Board and the Executive Council Committee Co-Chairs are allowed only one unexcused absence per semester from Executive Board/Council meetings and one unexcused absence per semester for General meetings. Unexcused absences are absences that were not authorized by either the Vice-President or Overseeing Officer, who will be keeping track of attendance. Excused absences will not result in any penalty for the officer.
- B. The Executive Board and the Executive Council Committee Co-Chairs are allocated three unexcused absences per semester for all OYFA sponsored events which include, but are not limited to, Symposia, Guest Speaker Series, Sponsored dances or parties, Fundraisers, Cultural events (Barrio Fiesta and Culturefest), and Elections.
- C. Failure to meet (A) and (B) with excessive absences, specifically, more than three unexcused absences from the aforementioned events demonstrates a lack of commitment and will be given a written reprimand. If the officer shows no

signs of improvement then he/she will meet with their overseeing officer. If the officer shows no improvement after that, he/she will meet with the executive board. If after these meetings, the officer will be subject to impeachment.

- D. Excused absences include, but are not limited to, the following: Reasonable illness, family emergency, major tests/final exams, conflict with class schedule, trips sponsored by the University of Virginia, and religious holidays.
- E. All excused absences must be obtained (verbally or written) from the Vice-President or Overseeing Officer prior to the meeting or event.

## **ARTICLE X: Meetings**

### *Section 1. General Meetings*

- A. A General Meeting of all members shall be held once a month. The date and time of the meetings shall be decided by the Executive Board.
- B. A minimum of ten members, the Vice President, and Recording Secretary constitutes an official General meeting.
- C. Additional meetings may be held if necessary.
- D. Each General Meeting will begin with the singing of the Philippine National Anthem.

### *Section 2. Executive Board Meetings*

- A. The President or Vice-President must hold Executive Board meetings weekly. The President or Vice-President shall decide the date and time of the meetings.
- B. Additional meetings may be held if necessary.

### *Section 3. Executive Council Meetings*

- A. Under the call of any Executive Council Committee Co-Chair, any Executive Council meeting may be organized at a convenient time and place; however, at least two Executive Council meetings must be held in any given month.
- B. Additional meetings may be held if necessary.

#### *Section 4. Committee Meetings*

- A. The supervising Committee Co-Chairs must hold at least one Committee meeting each month. The supervising Co-Chairs shall decide the date and time of the meetings.
- B. Additional meetings may be held if necessary.

### **ARTICLE XI: Amendments**

#### *Section 1. Proposed Amendments*

- A. Amendments may be brought forth (written or verbally) by any voting member during any General or Executive Council Meeting with prior notice given to the Executive Board.
- B. The proposed amendment shall be discussed and voted upon at the following type of meeting at which it was first brought up.

#### *Section 2. Passing Amendments*

- A. Amendments to the Constitution and By-Laws of the organization will be made with a simple majority vote of the general body present at a General Meeting or with a two-thirds majority vote of the Executive Council present at the Executive Council Meeting.
- B. Any changes in the Constitution or By-Laws must be approved by the Student Council Constitutional Affairs Board.

### **ARTICLE XII: Special Awards and Programs**

#### *Section 1. Bayanihan Award*

- A. The Bayanihan Award shall be bestowed upon individuals who have demonstrated an outstanding and extraordinary dedication to OYFA and its betterment throughout their years in service for the organization.
- B. The Bayanihan Award recipients shall be University of Virginia Undergraduates who will be graduating the current year. He/she must have been an Active OYFA member since his/her first year and have held a leadership position in OYFA for at least three years.



- C. Selection for the award will be made by the current OYFA Executive Board in April immediately following the officer turnover.

*Section 2. OYFA Excellence Scholarship Program*

- A. The OYFA Excellence Scholarship shall be awarded to an outstanding first-year student who displays enthusiasm and dedication to OYFA and its goals, has excelled in his/her academic studies, and demonstrates financial need. The Scholarship shall also be awarded based on extra-curricular activities, leadership ability and experience and community service.
- B. Applications for the scholarship will be submitted to the OYFA Executive Board in mid to late March. The recipient shall then be determined two weeks prior to the presentation.
- C. The selection committee for the scholarship shall consist of the members of the OYFA Executive Board and two other members of OYFA, who shall either be an advisor of OYFA or alumni of OYFA.
- D. The two other members (an advisor or alumni of OYFA) of the selection committee, who are not Executive Board members, shall be selected by the Executive Board and Executive Council.
- E. The award shall be presented annually (based on available funds) to the chosen student in the Spring Semester of his/her first-year. The scholarship must be claimed and used for the upcoming semester, otherwise the scholarship will lapse.
- F. Winners of the scholarship shall be asked to contribute to the program as soon as they graduate from college, providing them the opportunity to express their appreciation to OYFA for its generous contributions.
- G. Phase II of the scholarship program will include expansion to provide scholarships for incoming Filipino-American students who plan to attend the University of Virginia depending on availability of funds.
- H. Funding for the scholarship will be raised through contributions from OYFA alumni, members, friends, parents and businesses. The program will be coursed through the Alumni Association under the Associate Director of the UVA Fund.

**ARTICLE XIII: Ratification**

This version is dated April 14, 2016 and is ratified by the Organization of Young Filipino Americans on April 14, 2016. This version supersedes all prior or updated versions. Any new changes must be made according to Article XI of the Constitution.

President: Madelyn Rose Luansing

Vice-President: Alex Zarzuela

Treasurer: Jerome Tirso

Corresponding Secretary: Kanata Omori

Recording Secretary: Christine Lê

## **BY-LAW ARTICLE I: Powers and Duties of the Executive Board**

### *Section 1. The Executive Board*

The powers and duties of the Executive Board shall be:

- A. To divide the committees amongst the Executive Board officers according to each officer's qualifications and past experiences.
- B. To oversee the progress of their designated committee Co-Chairs and to lead them in their future projects.
- C. To report the progress of their designated committees to the President.
- D. To attend the functions and activities of other Asian Organizations.
- E. To plan and execute a Training Workshop for newly elected committee Co-Chairs in mid-April and at any other time during the year as deemed appropriate.
- F. To maintain a notebook detailing achievements and failures of their position.
- G. To pass on their Officer's Notebook to newly elected Executive Board officers.
- H. To be responsible for the outreach to the University of Virginia community by serving as a representative of OYFA.
- I. To review the OYFA Excellence Scholarship applications and determine the applicant best qualified for the award.

## *Section 2. The President*

The powers and duties of the President shall be:

- A. To preside at all meetings.
- B. To be responsible for the outreach to the University of Virginia community by serving as a representative of OYFA.
- C. To serve as a representative on the Asian Leaders Council (ALC).
- D. To appoint special committees as necessary.
- E. To organize, along with the Vice-President, Executive Board and Council meetings, as well as General Meetings.
- F. To call special meetings at his/her discretion.
- G. To make sure Executive Board officers are on task.
- H. To update the Faculty Advisor of the organization's progress and scheduled events.
- I. To sign checks and to have access to the OYFA bank account.
- J. To appear on behalf of OYFA at Student Council Appropriations Committee Budget Proposals.
- K. To build a network outside of OYFA.
- L. To update the Executive Board on the progress of all standing and Special committees.
- M. To ensure that there are at least two FIND (Filipino Intercollegiate Networking Dialogue) delegates from the University of Virginia in District 7 and, if unable to appoint two delegates, then the President and/or Vice President will serve as these delegates.
- N. To work with the Historic Committee to raise money for the OYFA Excellence Scholarship by soliciting donations from Alumni.
- O. To serve as representative for OYFA in ad hoc committees, if called upon (ex. Lawn Selection Committee, Honor Diversity Advisory Committee).

- P. To be responsible for informing all Executive Board members of meetings or events.
- Q. To inform and invite other organization leaders to events.
- R. To send thank you notes to all who have served and supported the organization in a significant way.
- S. To be responsible for any correspondence with outside relations and mailings.
- T. To work with the Corresponding Secretary to promote public relations with other Asian and non-Asian organizations.
- U. To communicate with newspapers, yearbooks, and other literary/media networks at the University of Virginia.

### *Section 3. The Vice-President*

The powers and duties of the Vice-President shall be:

- A. To assume on the aforementioned responsibilities in the event of vacancy of the office of Presidency.
- B. To serve as a representative on the Asian Leaders Council (ALC).
- C. To coordinate the events and meetings of the committees and to make sure they are on task.
- D. To plan and execute a Training Workshop, along with the President, for newly elected Executive Board in April.
- E. To organize, along with the President, Executive Board and Council meetings, as well as General Meetings.
- F. To ensure, along with the President, that there are two FIND delegates from the University of Virginia in District 7 and, if unable to appoint two delegates, then the President and/or Vice President will serve as these delegates.

### *Section 4. The Treasurer*

The powers and duties of the Treasurer shall be:

- A. To keep all financial records of the organization and to make sure that the records are in compliance with CIO regulations and University regulations.
- B. To prepare monthly reports of the financial status of the organization to the Executive Board.
- C. To review all financial accounts and the budget monthly and to make recommendations to the Executive Council.
- D. To collect all members' dues, fees for the organization, and money for events.
- E. To open or maintain a bank account for the organization.
- F. To revise and prepare the OYFA Budget Proposal in order to present it to the Student Council Appropriations Committee.
- G. To appear, on behalf of OYFA, at the Student Council Appropriations Committee Budget Proposals meeting.
- H. To prepare, with the help of the other officers and Cultural Chairs, a written proposal and/or oral appearance to submit to the Cultural Programming Board (CPB).
- I. To assure proper spending of the organization's finances as necessary for the well-being of the organization.
- J. To pay all bills and reimbursements which are accompanied by a receipt and had received prior expenditure approval via the President and Vice-President.
- K. To order OYFA shirts, hats, and other paraphernalia, when necessary, and to store these items in a safe place.
- L. To coordinate fundraisers.
- M. To ensure prompt transition of any records to the proceeding officer
- N. To oversee the OYFA Excellence Scholarship and maintain contact with the UVA Fund through Alumni Hall.
- O. To keep track of attendance of Executive Council members to required meetings and to uphold the attendance policy outlined in Article IX of the Constitution.

*Section 5. The Corresponding Secretary*

The powers and duties of the Corresponding Secretary shall be:

- A. To inform and invite other organization leaders to events.
- B. To send thank you notes to all who have served and supported the organization in a significant way.
- C. To reserve all meeting rooms and necessary equipment.
- D. To review the Constitution and By-Laws at least once during the term and make appropriate revisions as necessary. He/she must then present the changes to the Executive Council and Board for approval and then to the Student Council Constitutional Affairs Board for final approval.
- E. To be responsible for any correspondence with parents and families of general members.
- F. To oversee the planning and execution for the symposia.
- G. To update the Executive Council of his/her progress.

#### *Section 6. The Recording Secretary*

The powers and duties of the Recording Secretary shall be:

- A. To keep records (minutes) of the business carried on at all Executive Board, Executive Council, and special meetings and to be able to provide minutes from previous meetings.
- B. To inform the organization body of events and issues through the OYFA mailing list.
- C. To periodically check the OYFA electronic mail account.
- D. To maintain an accurate list of OYFA members, their phone numbers, addresses, and electronic mail addresses.
- E. To provide copies of the OYFA Directory by the second month of the fall semester.
- F. To review the Constitution and By-Laws at least once during the term and make appropriate revisions as necessary. He/she must then present the changes to the Executive Council and Board for approval and then to the Student Council Constitutional Affairs Board for final approval.

- G. To update the Executive Council of his/her progress.
- H. To keep a log of all evaluations of past events.

## **BY-LAW ARTICLE II: The Powers and Duties of the Executive Council**

### *Section 1. The Executive Council*

The powers and duties of the Executive Council shall be:

- A. The governing body of the organization.
- B. To determine and carry out the goals of the organization.
- C. To plan and coordinate all activities of the organization.
- D. To make any decisions concerning replacement of officers and committee Co-Chairs, progressing with impeachment procedures, and considering all matters of vital importance concerning the organization.
- E. To participate in Training Workshops organized by their predecessors.
- F. To do reports and evaluations of all projects and activities.
- G. To maintain a file of all reports, projects, evaluations, and contacts made concerning their position.
- H. To adhere to the budget allocated to their committee or position, to obtain approval for all expenditures via the Treasurer, and to be able to present receipts in a timely fashion in order to be reimbursed.
- I. To report on the progress of the committee to the designated Executive Board officer.
- J. To adhere to the Attendance Policy outlined in Article IX of the Constitution.

### *Section 2. The Standing Committees*

- A. Cultural Committee

The powers and duties of the Cultural Committee include but are not limited to:

- a. To plan and execute the events related to Culturefest and Barrio Fiesta by establishing sub-committees and organizing person power.
- b. To work with the Treasurer in preparing a written proposal to submit to the Cultural Programming Board (CPB) and other available funding sources in order to receive additional funding for cultural events and activities.
- c. To prepare an oral proposal and appear with the Treasurer at the scheduled CPB meeting.
- d. To update the presiding officer on the progress of the committee.

#### B. Historic Committee

The powers and duties of the Historic Committee include but are not limited to:

- a. To work with the Scholarship committee to raise money for the OYFA Excellence Scholarship.
- b. To document social, cultural, and other activities via video recording.
- c. To take pictures at all the organization's affairs and, if not present, appoint another to fulfill the task.
- d. To allow all members and nonmembers access to OYFA's scrapbooks through the OYFA Historic page on Facebook.
- e. To educate OYFA and the University community on Philippine and Philippine-American History.
- f. To update the electronic family tree by the end of the first semester.
- g. To work out financial details with the Treasurer.
- h. To update the presiding officer on the progress of the committee.

#### C. Membership Committee

The powers and duties of the Membership Committee include but are not limited to:

- a. To maintain and increase OYFA membership.
- b. To organize, maintain, and improve upon the Sibling and Family Programs.
- c. To revise the OYFA brochure and display board to be used at the CIO Activities Fair and other promotional events.
- d. To recognize members' achievements in an "OYFAn of the Month" Award program.
- e. To maintain an accurate database on current OYFA members along with the Recording Secretary.
- f. To coordinate with the other committees on activities and projects to promote unity and fellowship amongst OYFAns.
- g. To work out financial details with the Treasurer.
- h. To update the presiding officer on the progress of the committee.



#### D. Press/Public Relations Committee

The powers and duties of the Public Relations Committee include but are not limited to:

- a. To serve as the primary liaison between the organization and the University of Virginia community.
- b. To publicize and inform the community about all the organization's activities through whatever means necessary (i.e. information distribution, events, advertising, newspapers).
- c. To publish two newsletters, one in the fall and one for Barrio Fiesta.
- d. To work with the Historian in maintaining accurate records of events and activities in the media, and to add newspaper articles to the OYFA scrapbook.
- e. To work out financial details with the Treasurer.
- f. To update the presiding officer on the progress of the committee.

#### E. Community Committee

The powers and duties of the Community Committee include but are not limited to:

- a. To coordinate community service projects.
- b. To cultivate relationships between OYFA and the greater Charlottesville Filipino community and to provide opportunities for OYFAns to interact with, learn from and serve community members.
- c. To raise money and advocate on behalf of a charity of choice.
- d. To work out financial details with the Treasurer.
- e. To update the presiding officer on the progress of the committee.

#### F. Social Committee

The powers and the duties of the Social Committee include but are not limited to

- a. To plan and organize all social events within the organization and between other organizations.
- b. To reserve appropriate facilities and equipment in addition to providing adequate staffing for each event.
- c. To work out financial details with the Treasurer.
- d. To work with Press/Public Relations Committee to publicize events through flyers, newspapers, etc.
- e. To update the presiding officer of the progress of the committee.

#### G. Sports Committee

The powers and duties of the Sports Committee include but are not limited to:

- a. To organize and decide on which sporting events to participate in.
- b. To organize practice schedules when necessary.
- c. To recruit players as necessary.
- d. To reserve appropriate facilities and equipment in addition to providing adequate staffing for each event.
- e. To work out financial details with the Treasurer.
- f. To update the presiding officer of the progress of the committee.

#### H. Filipino Intercollegiate Networking Dialogue (FIND) - District VII Representatives

The powers and duties of the FIND Committee include but are not limited to:

- a. To ensure at least one representative from OYFA is present at District 7 meetings.
- b. To synchronize OYFA events with other District 7 schools so that conflicting events are avoided.
- c. To inform members of all District 7 dates and events.
- d. To provide members with current dates of FIND Dialogues and Conferences.
- e. To provide delegates from OYFA the opportunity to attend Dialogues/Conferences.
- f. To network with other FIND schools.
- g. To support and promote Standardizing Filipino American Studies (SFAS) and other FIND programs.
- h. To work out financial details with the Treasurer.
- i. To promote awareness of Filipino American Heritage Month in October.
- j. To update the presiding officer of the progress of the committee.

#### I. Advocacy Committee

The powers and duties of the Advocacy committee include but are not limited to:

- a. To seek and obtain the necessary funding to implement the Advocacy program.
- b. To educate the general body on current issues affecting Filipino and Filipino-American people.

- c. To collaborate with the PR committee to actively promote the advocacy program to the University community.
- d. To collaborate with the Cultural and Historic Committee on projects that will promote Filipino culture and heritage.
- e. To network with faculty, administration, surrounding communities, and other potential supporters to increase the development of Advocacy.
- f. To oversee the progress of the Advocacy program and make recommendations to the Executive Council as necessary.
- g. To work out financial details with the Treasurer.
- h. To update the presiding officer of the progress of the committee.

#### J. Webmaster

The powers and duties of the Webmaster include but are not limited to:

- a. To maintain a working and updated OYFA Webpage on the internet.
- b. To work with the Recording Secretary in order to post and update events and issues on the OYFA Webpage.
- c. To work in conjunction with the other committees in order to further advertise meetings and events for OYFA on the webpage.
- d. To be responsible for the maintenance of OYFA's social media (ex: Twitter, Instagram, etc.)
- e. To update the presiding officer of the progress of the committee.

#### K. Scholarship Endowment Committee

The powers and duties of the Scholarship Endowment Committee include but are not limited to:

- a. To keep records of the funds for the OYFA Excellence Scholarship and to report to the Treasurer once a semester.
- b. To present a timeline to the Executive Board at the beginning of each semester of events and fundraisers to increase funds to get the OYFA Scholarship endowed.
- c. To organize and implement a mentor program whereby OYFAns are paired with prominent, successful alumni in their field of interest.
- d. To form a network of pre-professional students within the organization whereby First Years obtain advice from upperclassmen.
- e. To maintain an Alumni Career Database, in order to facilitate networking opportunities and career advancement with the general body
- f. To update the presiding officer of the progress of the committee.