

Filipino Student Association

Saint Louis University

CONSTITUTION

(Ratified on the 29th of September, 2005)

(Amended on the 21st of September, 2017)

Article I. Name

The name of this organization shall be the Filipino Student Association, whose abbreviated name is FSA.

Article II. Purpose

The mission of the Filipino Student Association (FSA) is to incorporate Saint Louis University's commitment to education and the Jesuit Catholic mission in our purposes and actions by promoting unity within this organization through the awareness of the Filipino culture and the salute to the Filipino-American culture. We are called to provide opportunities that will enhance the understanding of our nation's legacy. We are a new generation composed of two cultures. Because we have been raised in the United States and have immersed ourselves in the American life, we are American. Because our ancestors from the Philippines paved the way with irreplaceable qualities that define our character, we are Filipino. Combining both worlds into one has begun the evolution of a new identity called Filipino-Americans. Serving together as leaders of the future, we hope to develop an understanding of our new culture, educate those unfamiliar with the beauty of Philippine traditions, and increase diversity awareness within our institution. The ultimate dream is to make all individuals aware of the Filipino ways and teach them the beauties and magnificence of our culture.

Article III. Members

Section 1. Membership is open to all members of the Saint Louis University community regardless of age, race, sex, religion, sexual orientation, disability, and national/ethnic origin.

Section 2. Members who have graduated from the University or who have transferred during their undergraduate career are allowed to maintain membership with the organization.

Section 3. All active members are required to pay a membership due of \$20 per semester. This is a non-refundable fee that they must pay each semester to ensure that they are members of the organization. All members who have paid their membership dues are entitled to an FSA T-shirt at no additional cost.

Section 4. Membership

- a. Active Members. Active members are those who have paid dues, attend all meetings, and actively participate in the events sponsored by the organization. [L] [SEP]
- b. Alumni Members. Alumni members are former active members who have graduated from the University. Alumni members are not required to pay membership dues. [L] [SEP]
- c. Faculty Members. Faculty members are those affiliated with the Saint Louis [L] [SEP] University faculty and/or administration. They are invited to attend all events sponsored by the organization and are not required to pay membership dues. [L] [SEP]

Article IV. Executive Board

Section 1. Elections for the positions of the Executive Board begin with nominations from the present general body members. Each nominee will present a short speech to those present at the election meeting. The President will take a silent vote of all the members present, including the current Executive Board members. The nominee holding the majority of the votes obtains the position.

Section 2. In the event of a tie during elections for Executive Board positions, a second opportunity will be made to re-vote for that position's nominees. In the unlikely event of a continued tie vote, the existing President, Advisor(s), and Vice-Presidents will cast a silent vote, which will serve as the "tie-breaker".

- The moderator for elections needs to make a disclaimer before the beginning of the election process stating that questions and comments raised about the nominee need to be professional and not personal. [L] [SEP]
- The question portion will be performed via written questions given to the moderators of the elections (graduating seniors). These moderators have the right to exclude any inappropriate questions that do not address the ability of the nominee to fulfill their position requirements. [L] [SEP]
- Each nominee will receive 3 minutes to deliver their speech; presidential candidates will receive 5 minutes to deliver their speech. Afterwards, there will be a 3-minute time

period for Q&A. Candidates for the position in question must be outside of the room unless they are giving their speech. [L] [SEP]

- In the event that there are zero nominees for a position, the Executive Board may extend nominations for that position during elections. The nominee(s) must deliver a 3-minute speech (5 minutes for those running for the position of President) to those present during elections, and there will be an opportunity for members to cast a vote.
- In the event that there are still zero nominees for a position at the end of elections, then the Executive Board may extend nominations for that position after elections until a nominee is chosen. The nominee(s) will have 3 minutes to deliver a speech (5 minutes for those running for the position of President) to the outgoing Executive Board, who will cast a vote. A majority vote from the outgoing Executive Board is necessary in order for the nominee to obtain the position.
- A member who plans on casting votes for the upcoming Executive Board must have paid his/her dues for both the fall and spring semesters of that election year (i.e. he/she must have been an active member for one academic year). [L] [SEP]
- An alumnus who wishes to vote on the upcoming Executive Board must have paid his/her dues for at least one semester of that election year. [L] [SEP]

Section 3. Eligibility for Executive Board and Committees [L] [SEP]

- A member who plans on running for a position on the Executive Board must have paid his/her dues for both the fall and spring semesters of that election year (i.e. he/she must have been an active member for one academic year). This requirement also applies to those members who study abroad during either semester and plan to run for a position on the next Executive Board. Appeals can be made at the discretion of the current Executive Board. [L] [SEP]
- Executive Board candidates must have attended a majority (at least 50%) of the events organized by FSA during both semesters of that election year. Appeals can be made at the discretion of the current Executive Board.
- A member who applies for a position on the Showcase Committee - showcase chairs, stage manager(s) - must have paid his/her dues for at least one semester of that academic year. [L] [SEP]
- The Executive Board must select members of the Showcase Committee by no later than the end of October of each academic year. [L] [SEP]

Section 4. Duties of the Executive Board Officers [L] [SEP]

- a. President: The duties of the President include, but are not limited to the following: [L] [SEP]
 - The President shall act as the official spokesperson by presiding over all meetings, working closely with the Advisor, working collaboratively with other

Executive Board Members, providing leadership and supervision to all members, and holding the ultimate responsibility of all projects and events of the organization.

- In addition, the President shall act as the primary liaison between members and administration, ensure the completion of necessary^[SEP] paperwork for the organization's functioning, and ensure tasks are^[SEP] completed in a timely manner.
 - The President must also be prepared for all meetings, events and^[SEP] other activities while effectively communicating the goals and expectations for the organization and its members.
 - The President must also provide members of the organization the opportunity to offer their opinions and suggestions for the direction of the organization.
- b. Vice President of Internal Affairs. The duties of the Vice President Internal include, but are not limited to the following:
- The Vice President Internal shall serve as the principal advisor to the President. He/she shall preside at all meetings in the absence of the President.
 - The Vice President Internal shall aid the President by, but is not limited to, the following: ensuring that all projects and events of the organization are executed in a timely manner, ensuring attendance for mandatory Executive Board meetings, and providing supervision to all members.
- c. Vice President of External Affairs: The duties of the Vice President External include, but are not limited to the following:^[SEP]
- The Vice President External is the primary liaison between the organization and Filipino student organizations from other universities. His/her purpose is to establish relationships with other schools throughout St. Louis and the Midwest. He/she will organize events to promote collaboration with other schools.
 - In addition, the Vice President External is responsible for the coordination of road trips and attendance at activities held at other universities. Such activities include the Filipino-Americans Coming Together (FACT) conference, Battle of the Bamboo, and the Midwest Filipino-American Summit (MFAS) conference.
 - In addition, the Vice-President External shall assist the Vice President Internal in coordinating social activities of the organization. He/she shall also assist the Treasurer in fundraising efforts.
 - The Vice President External will act as SLU FSA's representative for Midwest Association of Filipino-Americans (MAFA).
- d. Treasurer: The duties of the Treasurer include, but are not limited to the following:
- The Treasurer shall serve as the financial consultant to the President.
 - He/she shall be responsible for collecting dues, depositing funds, organizing and maintaining the budget, attending mandatory funding meetings, handling purchase reimbursements, and overseeing all purchases made using the financial account of the organization.
 - In addition, the Treasurer will serve as the primary coordinator of fundraising efforts and T-shirt orders and sales.
- e. Secretary: The duties of the Secretary include, but are not limited to the following:^[SEP]
- The Secretary shall serve as a principal advisor to the President and Vice Presidents. He/she shall maintain all administrative information regarding meetings, membership, and events. This shall include, but is not limited to, the following: maintaining address lists and mailing list serve and disseminating all

notices from Executive Board to general members with prior consent of the President and/or Vice Presidents.

- The Secretary shall maintain and report the minutes from previous meetings to the Executive Board and general members. He/she shall also maintain records of the organization's yearly activities and attendance at those activities.
- f. **Publicity Technician:** The duties of the Publicity Technician include, but are not limited to the following:^[1]_[SEP]
- The position of Publicity Technician encompasses a variety of duties. The Publicity Technician shall serve as the principle coordinator of all publicity efforts.
 - Flyers shall be made for events and activities of the organization in a timely manner. Also, the Publicity Technician shall advertise events and activities throughout the university via SLU TV, the SGA mailer, and/or other campus announcements.
 - This position also includes historian duties. He/she will be present at most (or all) events and activities. He/she will document these activities through taking pictures.
 - At the end of the spring semester, he/she will accumulate all of the event pictures and create a scrapbook for the entire academic year.
 - This position also includes webmaster duties. He/she will collaborate with the Social Events Chair in order to update the organization's website and social media in order to promote upcoming events and activities, recent news, and updates. If he/she is unable to fulfill this job or cannot attend an event/activity, then it is his/her responsibility to call upon another individual who can take over his/her duties for that event/activity.
- g. **Social Events Chair:** The duties of the Social Events Chair include, but are not limited to the following:^[1]_[SEP]
- The Social Events Chair will organize all social events for the organization. This position shall serve as the principle coordinator for all social events. He/she will organize social gatherings and outings. He/she will plan all social events and prepare a planned agenda for each outing. He/she will inform the Executive Board and general members of the events in a timely manner.
 - He/she will also collaborate with the Secretary and Publicity Technician in order to publicize each event.
 - He/she shall coordinate social activities and recruitment efforts such as SLU Fair.
 - This position can create sub-committees for his/her events as necessary after consulting the Executive Board.
 - He/she will collaborate with the Publicity Technician to update the organization's social media sites.
- h. **Cultural Awareness Chair:** The duties of the Cultural Awareness Chair include, but are not limited to the following:^[1]_[SEP]
- The Cultural Awareness Chair is responsible for promoting Philippine history and news as well as providing service to the surrounding community.
 - This chair will collaborate with the Social Justice Chair to organize service day events. They will always have an update of service sites and activities. These chairs will also be in charge of service day activities such as Make A Difference Day and Showers of Service.

- This chair will be in charge of keeping members up to date with current news of the Philippines.
 - He/she will also teach others of the Filipino culture and heritage. He/she will take the opportunity to spread the Filipino culture, especially during Filipino heritage month.
 - This chair shall collaborate with other Executive Board members to integrate Filipino history and news within social outings, meetings, and events.
 - This position will be in charge of philanthropy and related events with the assistance of the Treasurer and Social Events Chair.
- i. Co-Directors of Cultural Dance: The duties of the Co-Directors of Cultural Dance include, but are not limited to the following:^{[[SEP]]}
- The Co-Directors of Cultural Dance shall be the primary organizers of all dances, performances, and practices. They will be responsible for recruiting members for performances and teaching various dances to the members of the organization.
 - In addition, the Co-Directors of Cultural Dance shall organize and maintain the costumes, instruments, and other props associated with the various performances.
- j. Social Justice Chair: The duties of the Social Justice Chair include, but are not limited to the following:^{[[SEP]]}
- The Social Justice Chair will seek and establish interpersonal connections with various CSO's and create collaboration events on issues associated with social justice and injustice
 - They will attend other CSO events to show solidarity and relations.
 - They will advocate and rally support for social dilemmas and build connections with other Filipino Organization in the Saint Louis area.
 - Social Justice Chair will be responsible for all community service events.
 - Social Justice Chair will also be responsible for attending all Diversity Leadership Cabinet meetings with the cultural awareness chair.
- k. Senior Advisor(s): The duties of the Senior Advisor(s) include, but are not limited to the following:^{[[SEP]]}
- The Senior Advisor(s) will work directly with the President to supervise the progress of the organization.
 - He/she/they will be present at all Executive Board meetings, general body meetings, and events.
 - The Senior Advisor(s) shall oversee all alumni affairs. This includes, but is not limited to, the following:
 - Maintaining communication with alumni to provide updates on the progress of the organization.
 - Inviting alumni to attend major events such as Simbang Gabi and Showcase.
 - He/she/they will act as the primary contact(s) between the organization and alumni.
 - The Senior Advisor(s) will manage all senior activities/affairs such as ordering Filipino flag stoles for graduation.
 - The Senior Advisor(s) will be responsible for any additional tasks delegated to him/her/them by the President.
 - Eligibility
 - The Senior Advisor(s) will be chosen based on a joint 2/3 majority vote of members of both the outgoing and incoming Executive Boards.
 - He/she/they will serve a maximum one-year term.

- He/she/they must have held an Executive Board position for at least one year.
- There can be a maximum of two Senior Advisors. This is up to the discretion of the President-Elect.

Section 5. The organization shall have an advisor that must be a member of the faculty or administration of Saint Louis University. His or her role is to oversee all projects, provide guidance to the executive board, and aid in the development of the organization through fulfilling its purpose as stated in the Constitution.

Section 6. The Executive Board is free to implement any major decision without the approval of the members, provided it is within the greater and best interests of this organization and they have the concurrence of the advisor.

Section 7. Expectations for the Executive Board

- All Executive Board members are required to attend the Executive Board retreat for both the Fall and Spring semesters. ^{[[L]]}_{SEP}
- Executive Board members must attend all scheduled Executive Board meetings, General Body meetings, and FSA events. An absence can only be excused under special circumstances and if the absence is discussed with the President prior to the meeting/event. ^{[[L]]}_{SEP}
- Executive Board members may only have **1** unexcused absence to an Executive Board meeting per semester. ^{[[L]]}_{SEP}
- Executive Board members may only have **1** unexcused absence to a General Body meeting per semester. ^{[[L]]}_{SEP}
- Executive Board members may only have **1** unexcused absence to an FSA event per semester. ^{[[L]]}_{SEP}

Section 8. During the unlikely and unfortunate event that an Executive Board officer is found to consistently act without regard to the best interests of this organization, he/she may be removed from his/her position. Removing an officer may occur only through the majority vote of the Executive Board members as well as the approval of the Advisor. Following the removal of an Executive Board officer, the Executive Board members and Advisor shall appoint a new candidate to replace this position. The removal of an officer is a means of *last resort*; any conflicts or actions requiring the removal process shall be initiated after multiple documented attempts to resolve the situation at hand.

Section 9: Any amendments, removals, or additions to the Executive Board positions in the constitution must be done so via a majority vote of 2/3 of the Executive Board members.

Article V. Freshman Representative

Section 1. Elections for the positions of Freshman Representative will begin with nominations from the active FSA members. Each nominee will submit a short biography to be sent to all active FSA freshman. Following distribution of biographies, the President shall send out a form to all active FSA freshman and will tally votes submitted. The nominee holding the majority of the votes obtains the position.

Section 2. In the event of a tie during elections for Freshman representative, a second form will be made to re-vote for that position's nominees. In the unlikely event of a continued tie vote, the existing President, Advisor(s), and Vice-Presidents will cast a silent vote, which will serve as the "tie-breaker".

- In the event that there are zero nominees for a position, the Executive Board may extend nominations for that position. The nominee(s) must submit a short biography that will be sent to all active FSA Freshman and there will be an opportunity for members to cast a vote.

Section 3. Duties of the Freshman Representative

- a. Freshman Representative: The duties of the Freshman Representative include, but are not limited to the following
 - The Freshman Representative shall be the primary liaison between the Freshman class and the Executive Board.
 - In addition, the Freshmen Representative shall attend Executive Board meetings every other week
 - The Freshman Representative shall also attend a majority of the FSA events and gather feedback from the freshmen class after all events

Section 4. During the unlikely and unfortunate event that a Freshman Representative is found to consistently act without regard to the best interests of this organization, he/she may be removed from his/her position. Removing an officer may occur only through the majority vote of the Executive Board members. Following the removal of a Freshman Representative, the Executive Board members have the option to appoint a new Freshman Representative. The removal of a Freshman Representative is a means of *last resort*; any conflicts or actions requiring the removal process shall be initiated after multiple documented attempts to resolve the situation at hand.

Article VI. By-Laws

Section 1. All persons - regardless of race, color, sex, age, national origin, religion, sexual orientation, disability, or veteran status - are welcome to attend and participate in any of our meetings, events, and activities.^[]_[SEP]

Section 2. No member shall participate in events and activities unless dues are paid in full. Exceptions may be made at the discretion of the President and Treasurer.

Section 3. All members shall uphold the values of the Filipino Student Association, as well as those of Saint Louis University.