Vietnamese Student Association

Lone Star College-CyFair

Constitution

**ARTICLE I - NAME**

The name of the organization shall be Vietnamese Student Association (VSA).

**ARTICLE II - PURPOSE**

The purposes of Vietnamese Student Association shall be to (1) create a platform for students to connect and learn about Vietnamese culture (2) provide opportunities for enhanced understanding of Vietnamese language, history, cuisine, music, dance, and fashion and (3) create a spirit of community between Vietnamese students and students interested in Vietnamese culture.

**ARTICLE III - MEMBERSHIP**

**Section 1:** Any registered student (full or part-time) at Lone Star College-CyFair who is in good standing with the College may be a member.

**Section 2:** In order to guarantee equal rights for all members of the Lone Star College-CyFair student body, equal opportunities shall be afforded to all students without regard to race, color, sex, age, sexual orientation, gender identity, gender expression, religion, ethnic or national origin, disability, veteran status, or any other protected status. Members in the organization must respect the rights of other members.

**Section 3:** Advantages of membership include attending, speaking, and voting at meetings, and holding office. Voting privileges will be restricted to Lone Star College-CyFair student membership.

**ARTICLE IV - OFFICERS AND ADVISORS**

**Section 1:** The organization officers include President, Vice President, External Affairs Officer, Secretary, Finance Officer, Public Relations Officer, Marketing and Events Officer, Logistics Officer. The officer group shall be known as the Executive Board.

**Section 2:** Qualifications for holding office: All officers must be Lone Star College-CyFair students and need to have a GPA at 2.0 or better, not be on suspension or probation, and be able to attend activities of the organization.

**Section 3:** Length of Term: Officers can hold a position for 1 year (2 semesters) with the exception of members whose remaining time period attending LSC is one semester.

**Section 4:** Duties of Officers:

**President:**

* Main representative of Vietnamese Student Association
* Calls meetings, including general and Executive Board meetings, to order and dismiss them
* Responsible for the properties and affairs of the organization in the ordinary course of its civic purpose
* Organizes VSA elections and only votes in the case of a tie
* Serves as a primary liaison with organization’s advisor
* Helps other officers in their duties as needed
* Responsible for organization outreach and recruits new members

**Vice President**

* Assumes the duties of the President when the President is unavailable
* Performs other duties assigned from time to time by the President
* Can also call for an emergency meeting
* Works closely with organization’s advisor
* Helps other officers in their duties as needed
* Assists the President in the preparation of all agendas

**External Affairs and Public Relations Officer**

* Facilitates communication, collaborates with other organizations on campus, and organizes community service events.
* Works with Vice President of Logistics to book locations for events
* Works with Vice President of Marketing and Events to maintain organization’s social media
* Facilitates communication through the official Vietnamese Student Association’s email to members of the organization and forwards emails to the correct Executive Board member
* Helps other officers in their duties as needed

**Secretary**

* Maintains members list
* Takes minutes of each Executive Board and general meeting and makes them available to the general members or Executive Board
* Takes responsibility over all the members’ documentation/forms
* Helps other officers in their duties as needed

**Finance Officer**

* Reports financial documentation
* Oversees Financial Compliance
* Organizes fundraisers, sets the organization’s budget, and records expenses
* Helps other officers in their duties as needed

**Marketing and Events Officer**

* Creates and posts flyers for club events
* Designs and follows college processes to order and receive club t-shirts
* Plans and hosts VSA events
* Responsible for the final content of all publications, announcements, invitations, thank you letters, and advertisements
* Helps other officers in their duties as needed

**Public Relations Officer**

* Responsible for organization outreach and posting the recruitment of new members
* Takes pictures at every single event and uploads them
* Works with Vice President of Marketing and Events to maintain organization’s social media
* Facilitates communication through the official Vietnamese Student Association’s email to members of the organization and forwards emails to the correct Executive Board member
* Helps other officers in their duties as needed

**Logistics Officer**

* Responsible for preparing materials and setting up the organization’s events
* Decides and books locations for the organization’s events
* Invites and keeps in touch with speakers for organization speaking engagements
* Helps other officers in their duties as needed

**Section 5:** If an officer is removed or otherwise no longer able to serve, the remaining officers, in conjunction with the Advisor(s), shall appoint a member in good standing to fill the vacancy until the next official election is held.

**Section 6:** An officer may be removed by a majority vote of the Executive Board with the consent of the Advisor.

**Section 7:** Duties of the Advisor include guiding, advising, and assisting the group on activities, and working with the officers to navigate LSC policies and procedures.

**ARTICLE V - ELECTIONS**

**Section 1:** Elections will be held during the general meeting in April. Nominations will be opened during the general meeting in March.

**Section 2:** Election Procedures: Every member is allowed to nominate themselves or others they feel are qualified for the position. Once nominations are taken, there will be an election to choose one candidate to hold each position.

**Section 3:** Run-off Election Procedures: In case of a tie, the President will vote to break a tie.

**ARTICLE VI - MEETINGS**

**Section 1:** The times, dates, and locations for meetings will be discussed at an Executive Board meeting. The permanent location for meetings will be at Lone Star College-CyFair, unless members have other suggestions.

**Section 2:** General membership meetings will be held once a month. The President and the Advisor(s) will announce to members the information of the general membership meetings. The Executive Board and Advisor(s) will meet one week before general membership meetings. If there are any issues to be discussed prior to that meeting, there will be a call for an emergency meeting.

**Section 3:** The President and Vice President of Internal Affairs can call for special meetings, with notification sent via text message or e-mail.

**Section 4:** Quorum for regular and special meetings shall be 2/3 of the membership.

**Section 5:** Rules of procedure for this organization are open, but if there is a need to set specific rules, the officers will meet to discuss the matter.

**ARTICLE VII - FINANCES**

**Section 1:** Fiscal Operating year is September 1-August 31.

**Section 2:** There is no required fee to become a member; however, some activities may require a small payment.

**ARTICLE VIII - AMENDMENTS**

**Section 1:** Proposed constitutional amendments or changes shall be presented to the organization in writing. Voting on the proposed amendment will be on hold until the next meeting before it may be voted on.

**Section 2:** Approval by two-thirds of the voting members present at a regular meeting shall pass a proposed change. The change shall be put into effect after approval from the Advisor(s) and the Director of Student Life.

**ARTICLE IX - RATIFICATION AND ENACTMENT**

This constitution shall become the official governing document of Vietnamese Student Association, upon ratification by a two-thirds majority vote of the membership, and approval and acceptance by the appropriate recognizing body of Lone Star College-CyFair.