HUSA CONSTITUTION

Hmong University Student Association
California State University, Sacramento
6000 J Street, Box 51
Sacramento, CA 95819
http://www.csus.edu/org/hmong
MISSION STATEMENT

As students of an accredited institution and members of the Hmong University Student Association, HUSA, we shall strive to promote (1) higher education, (2) cultural awareness at our institution and the community, and (3) be a support group for students

Preamble

We, the Hmong students of California State University, Sacramento (CSUS), created this constitution for the general welfare of all Hmong students. We are a not for profit, nonpolitical organization established in 1987. Our goals are to promote higher education and awareness of our culture-heritage to the students of CSUS and the community.

ARTICLE I  MEMBERSHIP

Section I Members are to be currently enrolled in at least six and a half units in an accredited institution. Membership fee is due within thirty days after the first general meeting of each semester.

Section II Members from CSUS are entitled to the following privileges:
1. Voting rights
2. Participate and/or get reduce fee to HUSA sponsored activities
3. Run for office

Section III Non-CSUS members are entitle to the following privileges:
1. Participate and/or get reduce fee to HUSA sponsored activities

Section IV Membership in this organization shall not be restricted to race, age, religion, sex, handicap, marital status, national origin, or sexual orientation. Hmong University Student Association of California State University, Sacramento operates in compliance with the university, Title IX, section 504 of Rehabilitation Act of 1973 policies of discrimination.
Section V  
Member’s misconduct and expulsion.
1. Misconduct and misrepresentation by a member would result in expulsion from HUSA.

ARTICLE II  
EXECUTIVE OFFICERS

Section I  
Qualification to become an officer in HUSA shall be:
1. Graduate or undergraduate students of CSUS
2. Minimum grade point average (GPA) of 2.0
3. Enrolled in at least six and a half units

Section II  
Officer Position: HUSA shall annually elect the following officers:
1. President
2. Vice President
3. Secretary
4. Treasurer
5. Activities Director
6. Public Relations
7. Historian
8. Webmaster

Section III  
Duties of the officers shall be:
1. President
   - Be the official head representative of the organization
   - Lead and guide the operations of the organization
   - Organize speeches, ceremonies, events, etc.
   - Moderate and facilitate the organization’s meetings
   - Delegate responsibilities to executive officers and supervise their implementation or actions, making sure all officers are performing their duties
   - Shall be informed of all decisions taken on behalf of HUSA
   - Must exercise the purpose of HUSA’s constitution to the fullest extent
   - Shall further perform such duties as may be necessary and proper to fulfill his/her office
2. **Vice President**
   - Shall be required to oversee executive officers
   - Duties are the same as the President
   - Act as President when he/she is not present
   - Shall perform the duties of any absent officer(s)

3. **Secretary**
   - Shall take minutes of general and officers meetings
   - Minutes will include topics discussed or announced during general and/or officers meeting
   - General meeting minutes shall be sent out two days after the general meeting
   - Shall be responsible for keeping track of members and officers attendance
   - Shall be responsible for keeping track of the file cabinet

4. **Treasurer**
   - Must maintain and be responsible for an open, accurate, and up-to-date account
   - Keep detail record of all money allotted to HUSA: incoming and outgoing transactions
   - Submit all payment request and prepare summary report when requested
   - Keep executive officers informed of the account balance
   - Write checks, keep receipt, and make disbursements of funds
   - Will be liable for any substantial discrepancies in the account

5. **Activities Director**
   - Direct and conduct intramural, fundraising, cultural, dance, and academic activities
   - Organize and supervise these activities taken place on-campus
   - Responsible for all activities and projects of HUSA
6. Public Relations
   ➢ Be involved in internal and external affairs
   ➢ To promote awareness with an understanding of HUSA’s purpose
   ➢ To inform, report, and advertise information (when necessary) concerning past and upcoming events and news regarding HUSA issues
   ➢ Be responsible for acquiring information on and writing grants Representative of HUSA when affiliated with other organizations

7. Historian
   ➢ Obtain knowledge and information on the history of HUSA
   ➢ Keep track of all events that occurred
   ➢ Keep a portfolio including pictures, news articles, propaganda and collecting related materials of organization activities

8. Webmaster
   ➢ Update and maintain HUSA’s websites as needed
   ➢ Check HUSA’s email account regularly
   ➢ Obligation to respond to any virtual inquiries and comments in a timely matter or forward them to the President

Any officer should be able to perform duties prescribed by the President and or the organization’s majority vote. Other responsibilities may include, but are not limited to, the organizing of activities that meet the social and academic needs of the membership of HUSA. Officers will be required to attend all meetings and will be permitted two excused absences per semester.

All officers will be subjected to ASI/CSUS disciplinary policy pending misuse of HUSA funds.
ARTICLE III  ELECTIONS

Section I  By Laws
Shall be passed (with majority vote) at any regular or special meeting of the organization provided a quorum is present

1. At least ½ of the total members are present excluding the officers
2. At least 4 officers present (one must be either the President or the Vice President)

Section II  Elections
1. Elections will be held at the end of each academic year in the spring semester (2-3 months before the ending of the academic year)
2. Election committee will arrange and set election rules
   A. Candidate must submit application prior to election date and meet certain qualifications (see Article II, Section I)
   B. All officers must be elected by a majority vote of members present and whose name appear on the membership roster during the election
   C. Unopposed candidates must have half of the votes to be elected into office
   D. All interested candidates should be present on day of Election
   E. Officers elected shall begin their term no later than the first week of June

Section III  Impeachment
In order to impeach an officer, actions must be taken by the following:

1. Reasons for impeachment (i) an officer who does not adequately meet his/her duties and responsibilities, and are unable or unwilling to serve shall resign (ii) Anyone unwilling to do so will be forced to resign upon 2/3 majority vote of all presented HUSA members.
2. Motion for impeachment (i) for the issue to be brought up during a meeting there must be a motion with 2/3 of total members signature(s) submitted at
least one week before the next general meeting and also must be present at the meeting

3. Vote for impeachment (i) 2/3 vote must be achieved at the presenting case (ii) votes will be cast in secret ballot

Impeachment will follow Article III, section I procedures

ARTICLE IV  MEETING

Section I  Executive Officers Meetings

1. Meet on a bi-weekly basis, unless otherwise noted by the President, at a predetermined time and place, which shall be voted on by the Executive Officers at the beginning of each semester

2. Special meetings of the Executive Officers may be called upon by the President, at his/her discretion or by 2/3 agreement of the Executive Officers

3. All committee chairperson and/or co-chair are expected to be present at the bi-weekly Executive Officers’ meeting to report status of his/her committee

4. Individual committees shall meet at the discretion of the committee chairperson(s)

Section II  General Meetings

1. General meetings shall be held bi-weekly, unless otherwise noted by the Executive Officers, at a predetermined time and place with sufficient notice given to all members. All members are strongly encourage to attend and participate

2. In decisions necessitating a vote, the decision shall be carried by a majority vote (fifty percent plus one) of those members present

3. The President shall vote in general meeting only in case where votes are equally distributed and no decision may otherwise be reached
4. The President at his/her discretion may call upon special general meetings, by 2/3 agreement of the Executive Officers, or by written request of five percent of HUSA members

Section III Sample Meeting Agenda
1. Call To Order
2. Reading of Last Meeting Minutes
3. Treasurer’s Report
4. Committee Report
5. Unfinished Business
6. New Business
7. Miscellaneous
8. Announcements
9. Adjournment

ARTICLE V JUDICIAL ADVISORY BOARD

The Judicial Advisory Board shall be a body that strives to assist both HUSA Officers and members by providing only objective judgments for conflicts and assist different bodies within HUSA in sessions of managing conflicts.

Section I Qualifications to become a board member shall be:
1. Graduate or undergraduate student of CSUS
2. Minimum grade point average (GPA) of 2.0
3. Enrolled in at least six and a half units

Section II Board Positions: The board shall be composed of three advisors who shall be elected as follow:
1. First Advisor
   a. Must be a former HUSA Officer of the previous administration*
   b. Elected by the previous administration
2. Second Advisor
   a. Must be a HUSA Officer of any past administration*
   b. Elected by the current administration
3. Third Advisor
   a. Must be a current member of HUSA within at least two semesters of membership*
   b. Elected by general election
* Due to unforeseen circumstances, alternative candidates must have at least one year of experience working with a club, organization or any other association, ex: high school club, community organization.

Section III Duties of the Board shall be:
1. Bridge the gap between officers and members when necessary or called for
2. Assist officers and members where necessary, needed or called for
3. Act as an advisor or a consultant
4. Address situations, conflicts or issues that are caused internally or externally which are hindering or will hinder HUSA at large
5. Convene to discuss conflicts
6. Perform other duties related to the above duties that are not specifically stated here

ARTICLE VI REPORT TO THE OFFICE OF STUDENT ORGANIZATIONS AND LEADERSHIP

Section I At the beginning of the fall and or spring semester, HUSA shall report the name of its officers and advisor on ORGSYNC to the Office of Student Organizations and Leadership and shall promptly report any changes that occurred during the year

ARTICLE VII AMENDMENT

Section I Corrections and changes must follow Article III rules and regulations