

# **VSA Constitution**

## **Article I: Name**

The name of the organization shall be VSA est. 1991 (Vietnamese Student Association) at The Ohio State University.

## **Article II: Purpose**

The Vietnamese Student Association (VSA) is a cultural, non-profit organization dedicated to preserving and promoting Vietnamese culture and working towards the general development of the student body. Like other chapters worldwide, one of its purposes is to preserve and promote Vietnamese tradition and culture amongst the young generation. VSA strives to bring students together who share Vietnamese heritage and/or interest in Vietnamese culture and to create a safe atmosphere for these students to feel welcome and comfortable. Even though we are an organization for Vietnamese culture, we advocate for inclusiveness of the entire campus and Columbus community. Furthermore, another major goal of VSA is to create awareness and raise money for our Collective Philanthropy Project (CPP) alongside other VSAs under the Union of North American Vietnamese Student Associations (UNAVSA). Overall, VSA strives to garner support for our CPP and create opportunities for students to discover their identity, find their niche at OSU, assist each other, make lifelong friendships, and build leadership skills throughout their college career.

## **Article III: Non-Discrimination Policy**

This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

## **Article IV: Eligibility**

Any student is eligible to participate in VSA as a member; no dues are required. The Vietnamese Student Association and its members will not discriminate against any individual(s) for the reasons of race, color, creed, religion, sexual orientation, national origin, sex, age, disabilities, or Vietnam-era veteran status.

## **Article V: Voting Committees**

The Legislation committee and the Election Committee will be composed of the officers.

## **Article VI: Officers**

A. The President(s) will:

1. Serve as spokesperson
2. Represent the group
3. Supervise all VSA activities
4. Be in charge of scheduling meetings

5. Oversee financial spending
  6. Responsible for booking rooms for events, along with the Secretary
  7. Help book the following year's culture show venue with the Culture Show Directors
  8. Help coordinate Alumni Programming with the Internal Vice President
  9. First in power over all other e-board members
- B. The Internal Vice President will:
1. Serve as primary contact person among e-boards
  2. Assist president in supervising activities
  3. Second in power
  4. Serves as the acting President when President is unavailable
  5. Responsible for all communications/collaborations with other orgs at OSU
  6. Coordinate Alumni Programming
- C. The External Vice President will:
1. Serve as primary contact person among e-board
  2. Assist president in supervising activities
  3. Second in power
  4. Serves as the acting President when President is unavailable
  5. Serve as communication between UVSA-Midwest
  6. Liaison for CoSR
  7. Collaboration with other schools in UVSA-Midwest
  8. External strike policy
    - a. If a member of VSA (general body or executive board member) does any of the following
      - i. Fails to properly communicate
      - ii. Behaves inappropriately traveling to and from or during the external event
      - iii. Warning (for GBM only), and then 2 strikes (all)
  9. Help coordinate Alumni Programming with the Internal Vice President
- D. The Secretary will:
1. Responsible for booking rooms for events, along with the President
  2. Maintain schedule of events
  3. In charge of meeting minutes
  4. In charge of the Facebook and Instagram event pages
  5. In charge of the Discord server
  6. Liaison to President and Vice Presidents
  7. In charge of email
  8. In charge of website
  9. In charge of attendance at meetings/events
- E. The Treasurer will:
1. Be responsible for finances and reimbursements
  2. Be in charge of fundraising
  3. Look for sponsors with CPP
  4. Third in power

5. Serves as the acting President when both President(s) and Vice President(s) are unavailable
  6. Responsible for Coke grants for every event
- F. Media Chair(s) - Graphics
1. Cover photos for social media event pages
  2. Design advertisements that represent VSA
  3. Make brochures/flyers/posters
  4. Will keep members updated on each event through the Instagram pages and website
  5. In charge of event posting on Instagram
  6. Oversee engagement on social media page
- Media Chair(s) - Photography
1. Document/photograph events and update the website/Instagram
  2. Promo photos for Culture Show
  3. In charge of event posting on Instagram
  4. Oversee engagement on social media page
- Media Chair(s) - Videography
1. Document/videograph events and update the website/Instagram
  2. Promo videos for Culture Show
  3. In charge of event posting on Instagram
  4. Oversee engagement on social media page
- G. The Advisor will:
1. Share knowledge, expertise, and experience
  2. Serve as a resource
- H. The State Representative will:
1. Act as a liaison between OSU VSA and the Union of VSAs in the Midwest
  2. Engage in outreach projects with other VSAs in Ohio and throughout the Midwest
  3. Can attend executive board meetings if desired with President(s)' approval
- I. The Culture Show Director(s) will:
1. The Culture Show Director(s) are in charge of/oversee Culture Show
    - a. Manage dress rehearsal
    - b. Liaison between Ohio Union and VSA
    - c. Help find sponsors along with the Philanthropy chair
    - d. Approve all performance related aspects (i.e. music, costumes, performances)
  2. The Culture Show Director(s) will have a sub-committee of people who will run certain performances of the Culture Show. Each person in charge of a certain performance of Culture Show will be responsible for:
    - a. Recruitment of performers/volunteers for that specific performance
    - b. Oversee/in charge of practices of each act for that specific performance
    - c. Possible collaboration with any orgs (i.e. VISA, Unchained)
- K. The Philanthropy Chair will:
1. Liaison between VSA and the Vietnamese Community
  2. Contact sponsors for VSA Culture Show, and in efforts of fundraising for CPP

3. Find ways of fundraising in efforts for UNAVSA CPP (Union of North American Vietnamese Student Association, Collective Philanthropy Project)
- L. The ACCE Director(s) will:
1. Reinforce recruitment and retention strategies
  2. Oversee retention of VSA members
  3. Be in charge of organizing the Anh/Chi/Chanh Em (A.C.C.E.) Program (Fall semester)
    - a. Assign Anh/Chi/Chanh to Ems
    - b. Plan reveal for pairings
    - c. Encourage VSA general body members to sign up
  4. Make events to socialize ACCE (i.e. icebreakers, games)
    - a. Have icebreakers to determine pairings as social events for Anh Chi Chanh Ems
    - b. Have an attendance tracking system with rewards to encourage attendance to ACCE events and VSA
  5. Institute monthly ACCE exclusive meetings with Anh Chi Chanh Ems (either between bigs and littles or group events)
    - a. Get monthly updates from Anh Chi Chanh Ems

#### **Article VII: Method of Amending Constitution**

Proposals for amendments will be undergone during Eboard meetings between the President(s) and Vice-President(s). Legislation will require unanimous decision between both e-board members.

#### **Article VIII: Method of Dissolution of Organization**

Should any dissolution arise in a meeting, the President(s) will make the final decision.

#### **By-Law I: Election**

Ballot elections will be held for the above officer positions; if needed new positions can be proposed and fulfilled. The President(s), Vice President(s), and Treasurer must be full-time OSU students in good standing, per university requirements. President(s) and Vice-President(s) must have served on The Ohio State University's Vietnamese Student Association executive board for at least one year to be considered. All other officer positions are open to anyone. Election of positions will require a majority vote by the officers, excluding the position nominee. In order to run for a position the VSA member must attend at least two meetings in one semester.

#### **By-Law II: General Events/Eboard Meetings**

Size of membership, feedback from members, and difficulty of schedule between officers and members will determine the number and content of events held. General Eboard Meetings are mandatory for all executive board officers. General members who would like to speak at an Eboard meeting must inform the President(s) and Vice President(s) at least 24 hours in advance, so they can be properly scheduled into the meeting. The President(s) and Vice President(s) have the right to ask any non-E-board members to leave after they have spoken and participated in relevant discussion. Executive board meetings are conducted biweekly in efforts to update the executive board on events and will be posted on both of our Instagram pages and website so that members are up to date with upcoming events.

**By-Law III: Officers Responsibilities**

Any meetings to be missed must leave an email to the President(s) or all officers. Officers are allowed to miss two meetings, or events maximum, however an explanation must be notified to the executive board. If the officer is absent for more than two meetings then, the officer is at risk of being impeached. In case of emergency, notify 24 hours ahead, before the scheduled meeting or event. Deadlines are to be met no matter what; talk to move deadline before the deadline if you cannot make it in time prior to deadline.

**By-Law IV: Removal of Officers**

The legislation committee has a right to remove any officer, due to conflict or inability to follow responsibilities, with a two-third (2/3) vote and President(s) or Vice-President(s) with a four-fifth (4/5) vote. Three Strike Rule: If an officer is seen as slacking off their position by either the President(s) or Vice-President(s) and is needed to be reminded of the same job multiple times for tardy performance, then said officer receives one strike. If an officer does not show up to a meeting/event without a reasonable excuse or without notice then he or she also receives one strike. After 3 strikes, the President(s) and Vice-President(s) will convene to decide whether or not to impeach the convicted officer. The convicted officer will face a trial in front of the entire executive board where they will have a chance to defend themselves.

**By-Law V: Removal of General Members**

If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization such as lack of communication during important times, behaving inappropriately at internal or external events or is in violation of the OSU Student Code of Conduct, they can be removed through a majority vote of the election committee or unanimous vote of the officers, with the consultation of the advisor. Members at risk of removal will receive 1 warning and a maximum of 3 strikes afterwards before official removal. After notifying the respective member of their removal, they will be added to the blacklist. The blacklist stays confidential within the executive board and they will remain on the list for that entire school year. The incoming executive board will decide whether or not the removed members should stay on the blacklist.

**By-Law VI: Safe Community Initiative**

Will mirror the [Union of Vietnamese Student Association of the Midwest's Safe Community Initiative](#).