

# **Vietnamese Student Association**

## **Student Organization Constitution**

### **ARTICLE I. NAME OF ORGANIZATION**

Vietnamese Student Association (Vsa)

### **ARTICLE II. ORGANIZATION 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. UNIVERSITY REGULATIONS**

#### **Section A. Harassment and Discrimination, including Sexual Misconduct**

Vietnamese Student Association *agrees that it will not engage in sexual misconduct nor any harassment or discrimination 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 basis in accordance with the Student Organization Registration Guidelines.*

#### **Section B. Hazing**

Vietnamese Student Association *agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.*

#### **Section C. Bylaws**

Vietnamese Student Association *retains the right to maintain separate bylaws to outline the day-to-day*

*operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs (CSA) Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.*

## **ARTICLE IV. MEMBERSHIP**

### **Section A. Membership 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.

### **Section B. Member Selection**

To be an active member, the student must express interest and attend the general body meetings. They should also join the organization's groupchat or obtain an executive board member's contact information so that they stay in contact. Members are free to join and leave whenever they want.

### **Section C. Membership Timeline**

The Vietnamese Student Association accepts members on a rolling basis throughout the academic school year.

### **Section D. Member Removal**

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.

## **ARTICLE V. ADVISOR**

### **Section A. Advisor Duties and Responsibilities**

The Advisor(s) can be expected to provide guidance and mentorship to members, responding in a timely manner to questions or concerns. They are able to attend executive board meetings and general events to stay

engaged and informed, offering input when necessary. Advisors can also be expected to support the officers by providing feedback on initiatives, ensuring activities align with organizational goals, and helping to resolve challenges that may arise. Additionally, they should foster a positive and inclusive environment, serve as a resource for professional and personal development, and connect members with broader opportunities.

The Advisor(s) will:

- Share knowledge, expertise, and experience
- Serve as a resource
- Complete advisor training every two years
- Complete the anti-hazing training module available on BuckeyeLearn or through [stophazing.osu.edu](http://stophazing.osu.edu).
- Submit online approval of the organization's registration every year
- Submit online approval of the organization's goals every year
- Submit online approval of any Council on Student Affairs (CSA) Operating or Programming funds requests initiated by the organization's treasurer
- Follow applicable laws, regulations, university rules, policies and guidelines

### **Section B. Advisor Term**

The advisor(s) is expected to serve for at least one year with the opportunity to be reappointed. If they are unable to fulfill the one year requirement, they must communicate with the officers as soon as possible.

### **Section C. Advisor Selection**

Advisors of student organizations must be full-time members of the University faculty or Administrative & Professional staff. The Primary Advisor must be a member of the University faculty or Administrative & Professional staff selected by the officers of the student organization. Selection of the advisors will require a majority vote by the officers to confirm.

### **Section D. Advisor Replacement**

A new advisor will be selected from a list of eligible candidates. They will be debriefed with the duties and responsibilities required of them. If they are able to, they will be completing all the advisor trainings needed. Replacement of advisors will be discussed and held by a majority vote by the officers to confirm.

## **ARTICLE VI. ORGANIZATION LEADERSHIP**

### **Section A. Officer Positions**

A) The President will:

- Serve as spokesperson
- Represent the group

- Supervise all VSA activities
- Be in charge of scheduling meetings
- Oversee financial spending
- Responsible for booking rooms for events, along with the Secretary - Help book the following year's culture show venue with the Culture Show Directors - Help coordinate Alumni Programming with the Internal Vice President - First in power over all other e-board members

B) The Internal Vice President will:

- Serve as primary contact person among e-boards
- Assist president in supervising activities
- Second in power
- Serves as the acting President when President is unavailable
- Responsible for all communications/collaborations with other orgs at OSU - Coordinate Alumni Programming

C) The External Vice President will:

- Serve as primary contact person among e-board
- Assist president in supervising activities
- Second in power
- Serves as the acting President when President is unavailable
- Serve as communication between UVSA-Midwest
- Liaison for CoSR
- Collaboration with other schools in UVSA-Midwest
- External strike policy
  - 1) If a member of VSA (general body or executive board member) does any of the following
    - a) Fails to properly communicate
    - b) Behaves inappropriately traveling to and from or during the external event
    - c) Warning (for GBM only), and then 2 strikes (all)
- Help coordinate Alumni Programming with the Internal Vice President

D) The Secretary will:

- Responsible for booking rooms for events, along with the President
- Maintain schedule of events
- In charge of meeting minutes
- In charge of the Facebook and Instagram event pages
- In charge of the Discord server
- Liaison to President and Vice Presidents
- In charge of email
- In charge of website
- In charge of attendance at meetings/events

E) The Treasurer will:

- Be responsible for finances and reimbursements
- Be in charge of fundraising
- Look for sponsors with CPP
- Third in power
- Serves as the acting President when both President(s) and Vice President(s) are unavailable
- Responsible for Coke grants for every event

F) Media Chair(s) - Graphics

- Cover photos for social media event pages
- Design advertisements that represent VSA
- Make brochures/flyers/posters
- Will keep members updated on each event through the Instagram pages and website
- In charge of event posting on Instagram
- Oversee engagement on social media page

G) Media Chair(s) - Photography

- Document/photograph events and update the website/Instagram
- Promo photos for Culture Show
- In charge of event posting on Instagram
- Oversee engagement on social media page

#### H) Media Chair(s) - Videography

- Document/videograph events and update the website/Instagram
- Promo videos for Culture Show
- In charge of event posting on Instagram
- Oversee engagement on social media page

#### I) The State Representative will:

- Act as a liaison between OSU VSA and the Union of VSAs in the Midwest
- Engage in outreach projects with other VSAs in Ohio and throughout the Midwest
- Can attend executive board meetings if desired with President(s)' approval

#### J) The Culture Show Director(s) will:

- The Culture Show Director(s) are in charge of/oversee Culture Show

1) Manage dress rehearsal

2) Liaison between Ohio Union and VSA

3) Help find sponsors along with the Philanthropy chair

4) Approve all performance related aspects (i.e. music, costumes, performances)

- 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:

1) Recruitment of performers/volunteers for that specific performance

2) Oversee/in charge of practices of each act for that specific performance

3) Possible collaboration with any orgs (i.e. VISA, Unchained)

#### K) The Philanthropy Chair will:

- Liaison between VSA and the Vietnamese Community

- Contact sponsors for VSA Culture Show, and in efforts of fundraising for CPP
- 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:

- Reinforce recruitment and retention strategies
- Oversee retention of VSA members
- Be in charge of organizing the Anh/Chi/Chanh Em (A.C.C.E.) Program (Fall semester)

1) Assign Anh/Chi/Chanh to Ems

2) Plan reveal for pairings

3) Encourage VSA general body members to sign up

- Make events to socialize ACCE (i.e. icebreakers, games)

1) Have icebreakers to determine pairings as social events for Anh Chi Chanh Ems

2) Have an attendance tracking system with rewards to encourage attendance to ACCE events and VSA

- Institute monthly ACCE exclusive meetings with Anh Chi Chanh Ems (either between bigs and littles or group events)

1) Get monthly updates from Anh Chi Chanh Ems

### **Section B. Officer Eligibility**

The candidate must be a current student at The Ohio State University (Main Campus) and be able to maintain their student status during their term. They must be present at three events per semester to be eligible for consideration. The candidate must also be able to attend almost all general body meetings as well as executive board meetings.

### **Section C. Officer Selection Process**

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.

### **Section D. Officer Removal**

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.

## **ARTICLE VII. ORGANIZATION DISSOLUTION**

### **Section A. Dissolution Requirements**

Should any dissolution arise in a meeting, there must be unanimous agreement for the organization to be dissolved. The advisor(s) must be informed before the final verdict and all general body members must be informed shortly after.

### **Section B. Dissolution Procedures, including Assets and Debts**

In the case of dissolution, all remaining monetary assets will be donated to the nonprofit organization that the organization is fundraising for. All tangible assets will be donated to the local Vietnamese communities for a good cause. Any debt that the organization has will be paid for either through fundraisers or donations.

## **ARTICLE VIII. CONSTITUTIONAL AMENDMENTS**

### **Section A. Amendment Process**

Proposals for amendments will be undergone during executive board meetings between the President(s) and Vice-President(s). Legislation will require unanimous decision between executive board members. The amended constitution must be submitted for approval within 30 days of the change.