

Constitution

Minnesota State University, Mankato
Hmong Student Association



Revised December 13th, 2016

Executive Board 2016-2017:

President	Nai Cj Phang
Vice President	Gary Pung Vang
Secretary	John Long Xiong
Treasurer	Shenyeng Khang
Activities Coordinator	Vincent Thao
Culture Coordinator	Pinky Lor
Public Relations & Marketing Coordinator	Yeeleng Thao

Preamble

The Minnesota State University, Mankato (MSU) Hmong Student Association (HSA) was established in 1985 to promote the social interaction between Hmong college students and preservation of Hmong culture. Today, we the members of HSA, gather our passions to keep HSA an organization serving the best interest of our MSU Hmong community. We continue to revise this Constitution to create order and encourage integrity amongst all HSA parties. Through the support and guidance exchanged between the board and members, we envision HSA to be a welcoming setting where students, especially those of the Hmong ethnicity, can grow into culturally, intellectually, socially, and emotionally well-rounded individuals.

Our primary purpose is to preserve the Hmong culture, recruit and unify students at Minnesota State University, Mankato, remain in contact with other multicultural communities and encourage the students from other schools to come to this university. To serve as an emotional and academic support group for the Hmong Student Association members.

Article I: Organizational Structure

Section 1

The structure of this organization will consist of an Executive Board and members. The Executive Board will consist of a President, Vice President, Secretary, Treasurer, Activities Coordinator, Culture Coordinator, and Public Relations and Marketing Coordinator. The organization is must use the HSA logo on all marketing and promotional item. The organization's mascot color is announced to be rose pink and deep forest green.

Section 2

Removal or addition of Executive Board positions may be instated with consent from the current Executive Board and two-thirds of the present HSA members.

Article II: *Membership and Duties of Members*

Section 1

Membership shall be open any current MSU student interested in HSA. Non-MSU students are welcomed to join weekly social gatherings on their own discretion. This association shall not discriminate on basis of color, creed, religion, sex, sexual orientation or beliefs. Any discrimination of any prior statements will result in an individual conference with the Executive Board and possible membership termination.

Section 2

To acquire membership, members must fill out and submit a membership form. Membership forms will be valid for a year long, but must be renewed by the first month of the following academic year.

Section 3

Members are require to attend three HSA's event/meetings per months, or contact a board member for alternative to retain membership.

Section 4

Membership can only be acquire a maximum of two-times per academic year. Without the requirement of responsibilities of active membership the members shall lose their privilege of active membership.

Section 5

Once an individual has attained membership, she/he will be eligible to participate in any event or traveling that HSA participates in.

Article III: Roles and Duties of the Executive Board

Section 1

Applicable to Positions

1. Must be knowledgeable of the contents in this Constitution.
2. Must maintain a 2.0 GPA or higher during entire term of office.
3. Consent for withdrawal of financial funds must be approved by either the President, Vice President or Treasurer at all times.
4. Further revision to the Constitution can be made upon approval of two-thirds the present HSA members.
5. A minimum of two-thirds the Executive Board must be present for board meetings to be held.
6. Any information discussed in board meetings must be kept confidential unless consent is given to share publicly by two-thirds of the Executive Board.

President

1. Shall be head officer of HSA with responsibility for administering and coordinating the policies of HSA. She/he shall also exercise all the duties and prerogatives associated with the position.
2. Shall have the power to appoint any vacant positions left through a two-thirds vote election amongst the Executive Board and members as a whole.
3. Shall provide a report on HSA's current status including but not limited to budgeting and events when called for.
4. Shall call forth and coordinate meetings with other Executive Board members.
5. Shall serve as a liaison for HSA and serve as the head spokesperson for HSA on all functions, unless otherwise stated.
6. Shall not hold another President or Vice President position in any other multicultural organization on campus.

Vice President

1. Shall serve as chairperson of administrative functions and assume the role of the President in his/her absence.
2. Shall serve as a spokesperson for HSA on all functions along with the President.
3. Shall work with and see to it that Executive Board members are functioning properly.
4. Shall record all agendas and minutes of all meetings in the absence of the Secretary.
5. Shall supervise a file of permanent policies and all work done by HSA.
6. Shall be the one to count hands in case of a hand vote or ballots in case of a secret ballot.
7. Shall not hold another President or Vice President position in any other multicultural organization on campus.

Secretary

1. Shall record all agendas and minutes of all meetings.
2. Shall keep records of all current members and alumni information.
3. Shall notify members of all meetings dates, places and times.
4. Shall notify members of last meeting minutes prior to the next meeting.
5. Shall keep records of attendance during all meetings and events pertaining to HSA.
6. Shall give a report of the attendance of members at the end of each month.
7. Shall assist the Vice President in counting hands in the case of hand votes or secret ballot.

Treasurer

1. Shall be responsible for records of expenditures, expenses, proposals and incoming funds.

2. Shall serve as a financial representative to any special committee regarding HSA.
3. Shall keep records of all fundraisers, donations, proposals and financial ideas.
4. Shall give a monthly oral report of funds to the Executive Board/members and have books in order.
5. Shall be in charge of handling the money box. No members must be permitted to handle it unless given permission by the Treasurer, President or Vice President.

Activities Coordinator (A.C.)

1. Shall be responsible for planning and leading sports activities on/off campus.
2. Shall be in charge of informing HSA about cultural/social/sports events happening on/off campus.
3. Shall encourage member involvement in other cultural/social/sports events.
4. Shall be present at all HSA cultural/sports/social activities happening on/off campus; in the case that A.C. is unable to attend, he/she is required to find another Executive Board member as a substitute.
5. Shall be responsible for creating at least three activities per months.

Culture Coordinator (C.C.)

1. Shall be responsible for planning and leading cultural activities on/off campus.
2. Shall be in charge of coordinating Culture Day.
3. Shall attend all practices/rehearsals pertaining to Culture Day or any other multicultural events happening on campus; in the case that the C.C. is unable to attend, he/she is required to find another board member as a substitute.
4. Shall help enrich the Hmong Culture within HSA through workshops, discussions, etc.

5. Shall be in charge of keeping cultural archives.
6. Shall be responsible for a detailed “Historian’s Report” which shall be completed and put into records by the end of the academic year. The Historian’s Report shall include but not be limited to major changes in the organization, implemented ideas or events, and the revision of this constitution.
7. Shall be responsible of creating at-least one cultural activity per month.
8. Shall be incharge of leading the end of the year project.

Public Relations and Marketing Coordinator

1. Shall be in charge of outreach initiatives (e.g. representing the HSA at community meetings).
2. Encourage networking amongst HSA members to build their professional image as college students.
3. Keep records of on and off campus events important to HSA
4. Handle all event advertisings including but not limited to tickets, flyers, posters, banners, CAN ads, television ads and tabling.
5. Work side by side with the graphic designer to achieve visuals capturing the best interest of HSA.
6. Create and maintain relationships with HSA alumni, affiliates and organizations from other professional institutions including but not limited to colleges.
7. Promote our organization to Hmong businesses throughout Minnesota.

Section 2

Each position shall have a term of one academic year. The number of terms for any position is unlimited. If a position becomes vacant upon resignation, impeachment, or the temporary/permanent inability to perform the duties, the President has the power to appoint a member to that position unless there are members interested in filling it. In that case, an election shall take place. In the case of a tie during an election, the President has the ultimate decision to determine the best candidate for the position.

Section 3

After two academic successful semester, the board member shall be awarded a HSA graduation stole during the time of their graduation of Minnesota State University, Mankato. (Cannot be change for the next two academic year.)

Article V: Frequency of General and Board Meetings

All materials discussed during board/general meetings are confidential, and questions should be addressed to an Executive Board member if emerged.

Section 1

Emergency meetings may be called by any member of HSA or Executive Board member with consent from the President

Section 2

The Executive Board shall meet at least one week prior to the next general meeting.

Article VI: *Elections of Executive Positions*

Section 1

Announcements for board elections will be made before spring break. Candidate applications must be submitted the first Tuesday after Spring break. Any candidate who turns in a late application may not run for an Executive Board position unless there are other vacant positions after the first round of elections on the day of elections. Speeches by candidates are due the Monday prior to elections. Elections must take place the second Tuesday after Spring break. Results of the new Executive Board should be announced no later than a seven days after elections.

Section 2

All members who are present may vote during any election. Each member is allowed one vote per chair. A candidate may only be appointed an Executive Board position through a two-thirds vote from the present HSA board and members as a whole.

Article VII: *Removal from Office*

An Executive Board member shall be removed from office on the impeachment for misrepresentation and failure to abide by the constitution of HSA by two-thirds vote of the board. Within 10 days of the vote, general members must be informed of the decision.

Article VIII: *Amendments*

Proposal of amendments to this constitution shall be initiated by a majority vote of HSA members present. HSA shall consider and vote on the amendment at the meeting following its initiation. Amendments shall become effective immediately following the majority vote.

Article IX: *Ratification*

This constitution shall be ratified with signatures of two-thirds the Minnesota State University, Mankato Hmong Student Association voting membership before it is to be considered valid and binding.

