Preamble

We, the members of the Hmong Student Association (HSA) of Minnesota State University, Mankato, strongly adhere to the need of higher education. With this education we support and promote better academic and social interaction on campus. We, as students, share the need for support of programs structured for all students, with emphasis on the Hmong culture and/or multicultural issues.

We, the members of HSA, to proceed as a stronger association, advocate a fair voice in education, promote recruitment of HSA, and find it essential to maintain adequate educational facilities. We establish this constitution for our rights through higher education. Our shared and political objective is to be the vanguard and standing arbitrator between HSA faculty and administration. 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.

Article I
Membership of the Association and Duties of Members

Section 1.

Membership shall open to those interested in HSA. This association shall not discriminate on basis of color, creed, religion, sex, sexual orientation, or beliefs. Any discrimination of the said stated will be in violation of Title VII of the Civil Rights Act, Title IX of the Education Amendment of 1972 Chapter 363 of Minnesota Statues and other Federal Acts and Laws.

Section 2.

The Executive Board shall establish dues.
Section 3.

Once an individual has attained membership, she/he will be eligible to participate in any traveling that HSA does; non-MNSU students that are HSA members are exempted from traveling that are sponsored by the University.

Eligibility can be made with consent from the majority vote of the present voting members and the Executive Board.

Section 4.

Members are required to attend at least three meetings per semester and if available any major events that HSA holds. If unable to attend an event, members should inform the Executive Board in advance; arrangements will then be made.

Article II
Organizational Structure

Section 1.

The structure of this organization will consist of a President, Vice-President, Secretary, Treasurer, Culture Coordinator(s)/Historian(s), and Activities Coordinator(s) (more than one C.C./Historian or A.C is optional).

Section 2.

The Executive Board shall be required to attend all meetings except in cases of emergency. In cases of emergency, they will be expected to get in touch with one of the other Executive Board Members.

Section 3.
Following three unexcused absences from any meeting, there will be a notice sent to that Board Member. The notice shall specify that a hearing will be conducted at the next regular meeting of HSA to determine whether that Board Member will be permitted to continue in his/her position. A majority vote of the membership shall be required to attend.

Section 4.
Duties of the Executive Board

To conduct meetings, formulate policies of HSA with consent of two-thirds of membership present, and to plan agendas for the meetings. The President will also serve as a sounding board for the members of HSA. All Executive Board Members are expected and shall keep all issues addressed at meetings confidential.

Section 5.
Powers and Duties 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 elections unless there are members who are interested in filling that position. If that is the case then an election shall take place.
3. Shall give an oral report on the state of the body in all actions
4. Shall call forth and coordinate meetings with other Board Members.
5. Shall serve as a liaison for HSA and serve as head spokesperson for HSA on all functions, unless otherwise stated.
6. Shall not hold another President or Vice-President position on any other multicultural organization in the Ethnic Student
Activities Committee.
7. Shall have the consent to withdraw funds in the amount of $50 to a maximum of $100 without the consent of the general members, but has to inform one other Board Member. Any amount exceeding $100 shall be decided by two-thirds of the present voting members, or with consent from the majority of the Executive Board and the Advisor(s). In the event that money is used for non-HSA related purposes, the individual will be held accountable and must reimburse HSA for the missing amount.

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 conduct meetings in the absence of the President.
4. Shall work with and see to it that special committees are functioning properly.
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 on any other multicultural organization in the Ethnic Student Activities Committee.
8. Shall have the consent to withdraw funds in the amount of $50 to a maximum of $100 without the consent of the general members, but has to inform one other Board Member. Any amount exceeding $100 shall be decided by two-thirds of the present voting members, or with consent from the majority of the Executive Board and the Advisor(s). In the event that money is used for non-HSA related purposes, the individual will be held accountable and must reimburse HSA for the missing amount.

Secretary
1. Shall record all agendas and minutes of all meetings.
2. Shall notify members of all meeting dates, places and times.
3. Shall notify members of last meeting minutes prior to the next meeting.
4. Shall keep records of attendance and any documents that pertain to HSA.
5. Shall keep members informed of multicultural events on Minnesota State University, Mankato campus or other general information beneficial to HSA.
6. Shall assist the Vice-President in counting hands in case of a hand vote or ballots in case of a secret ballot.
7. Shall be knowledgeable of the terms of the HSA constitution.
8. Shall have the consent to withdraw funds in the amount of $50 to a maximum of $100 without the consent of the general members, but has to inform one other Board Member. Any amount exceeding $100 shall be decided by two-thirds of the present voting members, or with consent from the majority of the Executive Board and the Advisor(s). In the event that money is used for non-HSA related purposes, the individual will be held accountable and must reimburse HSA for the missing amount.

Treasurer
1. Shall be responsible for the keeping of all funds.
2. Shall be responsible for records of expenditures, expenses, proposals, and incoming funds.
3. Shall serve as a financial representative to any special committee regarding HSA.
4. Shall keep records of all fundraisers, donations, proposals, and financial ideas.
5. Shall give a monthly oral report of funds and have books in order.
6. Shall have the consent to withdraw funds in the amount of $50 to a maximum of $100 without the consent of the general members, but has to inform one other Board Member.; if funds exceed more than $100 then two-thirds membership vote or two-thirds of the Executive Board’s vote is required. Any amount
exceeding $100 shall be decided by two-thirds of the present voting members, or with consent from the majority of the Executive Board and the Advisor(s). In the event that money is used for non-HSA related purposes, the individual will be held accountable and must reimburse HSA for the missing amount.

Culture Coordinator(s)/Historian(s)
1. Shall be in charge of keeping archives with the responsibilities as follow:
   - Documenting events that HSA participates in
   - Keeping track of previous membership information
2. 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 is not limited to, major changes in the organization, implemented ideas or events, and the revision of this constitution.
3. Shall be responsible for planning and leading cultural activities on/off campus.
4. Shall be a link and inform HSA about other multicultural meetings/events happening on/off campus.
5. Shall encourage member involvement in other cultural events.
7. Shall attend all practices/rehearsals pertaining to Culture Day or any other multicultural events happening on campus; in the case that the C.C./Historian is unable to attend those events then he/she is required to notify one other Board Member prior to the event.
8. Shall help enrich the Hmong culture within HSA.
9. Shall have the consent to withdraw funds in the amount of $50 to a maximum of $100 without the consent of the general members, but has to inform one other Board Member. Any amount exceeding $100 shall be decided by two-thirds of the present voting members, or with consent from the majority of the Executive Board and the Advisor(s). In the event that money is used for non-HSA related purposes, the individual will be held accountable and must reimburse HSA for the missing amount.
Activities Coordinator(s)
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 reserve hours for Gym Night and set up/take down whatever is needed.
5. Shall be present at all HSA cultural/sports/social activities happening on/off campus; in the case that the A.C. is unable to attend those events then he/she is required to notify one other Board Member prior to the event.
6. Shall have the consent to withdraw funds in the amount of $50 to a maximum of $100 without the consent of the general members, but has to inform one other Board Member. Any amount exceeding $100 shall be decided by two-thirds of the present voting members, or with consent from the majority of the Executive Board and the Advisor(s). In the event that money is used for non-HSA related purposes, the individual will be held accountable and must reimburse HSA for the missing amount.

Section 6.
Terms of Office

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, temporarily or permanently, 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 (see Article V).

Article III
Meetings

Section 1.

Shall be held at least twice during every thirty-day period following the beginning of an academic year.

Section 2.

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

Section 3.

The Executive Board shall meet at least one week prior to the next meeting. All materials discussed during board/general meetings are confidential and should be addressed to an Executive Board Member if questions emerge.

Article IV
Elections of Executive Positions

Section 1.

Election of the Executive Board shall be held during the latter part of Spring Semester. A special election may be held by appointment of two-thirds of the voting membership present.

Section 2.

Only members may vote during any election. Each member is allowed one vote per chair unless otherwise stated.

Section 3.
Members must have attended at least three meetings per semester in order to vote unless otherwise stated.

Article V
Removal From Office

A Board Member shall be removed from office on the impeachment for misrepresentation of the constitution of HSA by two-thirds of the voting membership present.

Section 1.

Impeachment must be brought by two-thirds of the voting membership. At that time, a petition must be signed and presented to the rest of the Board Members within 72 hours of the decision. The Board Member on trial must, at the time, relinquish his/her duties to the rest of the Executive Board. The Executive Board will at that time decide on who will temporarily fill the position of the removed Board Member. If the Board Member on trial is convicted, the Board Member’s replacement will continue to carry out the duties of the position until the vacancy is filled.

Section 2.

The Executive Board shall hold a hearing no more than ten days following the filing of the impeachment charges with the Board Member. The former Board Member may have consultants present at the opening of the hearing; the names of the consultants are to be turned in to the Executive Board three days prior to the hearing. Only the names of the individuals submitted shall be consultants.

Section 3.

Upon the acquittal or conviction of the Board Member by the
Executive Board, the case shall be presented to the voting membership at the next scheduled meeting. At this time, the Executive Board’s decision shall be read and the accused may address HSA before a vote is taken. The voting shall consist of two-thirds membership present.

Section 4.

If a Board Member is convicted by the voting membership, the President shall call for a special election no later than ten days following the members’ voted decision. If no one is interested in running for that vacant position, the President will appoint someone. The appointed member shall assume the duties of the former Board Member.

Section 5.

In the event that the President position becomes vacant then the Vice-President shall become President and HSA shall follow the procedure according to Section 1 to Section 4 of Article V of the HSA Constitution to get a replacement.

Section 6.

In the event that the President position and Vice-President position becomes vacant then HSA shall follow the procedures according to Section 1 to Section 4 of Article V of the HSA Constitution for replacement board members.

Article VI
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 approval of two-thirds of the voting membership present.

Article VII
Ratification

This constitution shall be ratified with signatures of two-thirds of the Minnesota State University, Mankato’s Hmong Student Association voting membership before it is to be considered valid and binding. The signatures of two-thirds the voting memberships for the ratification of the constitution of HSA are listed below.