



THE CONSTITUTION OF THE VIETNAMESE STUDENTS ASSOCIATION AT THE UNIVERSITY OF HOUSTON

PREAMBLE

For the purposes deemed wise and good, the Vietnamese Students Association at the University of Houston and its constituents hereby establish and dedicate themselves to upholding this Constitution.

ARTICLE I - NAME

The English name of this organization shall be the “Vietnamese Students Association at the University of Houston”. The Vietnamese name of this organization shall be “Hội Sinh Viên Việt Nam Tại Đại Học Houston”. The only aliases that may be used in reference to the organization are “Vietnamese Students Association (VSA)” and “UH VSA”.

ARTICLE II - POWER AND PURPOSE

Section 1: Authority

This organization is a registered student organization at the University of Houston and adheres to all campus policies set forth in the University of Houston Student Handbook.

Section 2: Mission Statement

Founded in 1979, the Vietnamese Students Association at the University of Houston is a cultural student organization that strives to:

- preserve and promote the Vietnamese culture,
- give back to the community, and
- encourage unity among people of all identities and backgrounds

by offering various cultural, leadership, service, and social events and opportunities to Vietnamese and non-Vietnamese students alike.

Section 3: Goals

To fulfill its mission, the Vietnamese Students Association at the University of Houston shall work towards:

- promoting appreciation for and providing opportunities to engage with the Vietnamese culture and community,
- volunteering and participating in other philanthropic activities,
- fostering a welcoming, safe, and nurturing environment for members,
- developing the leaders of the future, and
- building and strengthening relationships with other organizations and groups at the University of Houston, in the Greater Houston Area, and within regional and national networks.

ARTICLE III - MEMBERSHIP

Section 1: Eligibility

Membership in UH VSA is open to any undergraduate or graduate student who:

- is officially enrolled in the University of Houston,
- is in good standing with the university, and
- does not hold active membership in another VSA chapter.

Membership may not be denied on the basis of race, color, national origin, ethnicity, genetic information, religion, gender, sex, sexual orientation, marital status, age, citizenship, political affiliation, disability, or veteran status.

Section 2: Status

Clause 1: Non-Active

Any student who pays the required membership dues by the specified deadline (Article X, Section 1) and agrees to the following terms shall be considered a non-active member of UH VSA:

- I understand that being a UH VSA member is a privilege, not a right, that may be suspended or revoked at the discretion of the Officer Board
- I agree to maintain a respectful and safe environment for myself and other members, officers, advisors, and partners of UH VSA
- I will not engage in discrimination; sexual misconduct; physically, mentally, or emotionally abusive behavior; or any other activity that may harm UH VSA and its constituents

Clause 2: Active

To be conferred active status and regardless of when they joined, non-active members must meet the following additional stipulations by the End of Year Banquet:

- Attend at least one (1) General Meeting
- Attend at least one (1) social
- Earn a minimum of 200 member points

At the Officer Board's discretion, the requirements for active membership may change based on the circumstances of the current academic year.

Clause 3: Alumni

Members who graduate will automatically be granted alumni status within UH VSA. Alumni may attend all UH VSA events and receive discounts at ticketed ones.

Section 3: Member Rights

All members have priority access to all UH VSA events and may, upon request, see all documentation regarding organization expenditures. Furthermore, all members have a right to safety and a reasonable expectation of privacy.

Violations of safety include but are not limited to sexual misconduct, illegal activities, physical or verbal abuse, bullying, creating a toxic or exclusive environment, threats and threatening behavior, stalking, racism and racial slurs, and any other belligerent or otherwise damaging behavior that puts people at risk. Violations of privacy include but are not limited to the dissemination of someone's private or personal information without their expressed permission.

Only active members may:

- run for and hold an office within the organization (Article IV, Section 1), and
- propose amendments to the Constitution (Article XI, Section 1).

Section 4: Member Termination

UH VSA members will be subject to admonishment, expulsion, or banishment for any behavior, whether it is one-time or recurring, that harms the organization and/or its constituents. If applicable, they will also be liable to disciplinary action under the terms of the University of Houston.

In the case of a heinous act, which includes but is not limited to sexual misconduct, hazing, or any form of abuse, the Officer Board (with the support of the Faculty Advisor) can expel a member outright if the allegation is found to be true.

If a member feels that their rights have been violated at the hands of another member, they should raise the matter to the Officer Board. Following the report, a comprehensive and thorough investigation will be conducted by a combination of the appropriate authorities deemed necessary by the Officer Board and advisor(s). If found to be guilty, the offending member(s) will be subject to the previously outlined repercussions.

ARTICLE III - LEADERSHIP

Section 1: Definition

The Officer Board shall consist of two boards: the Executive Board and the General Board. The Executive Board shall consist of the President, Vice President Internal, Vice President External, Treasurer, and Secretary. Depending on the circumstances of the current academic year, the Vice President Internal and Vice President External offices may be merged into one (1) Vice President position.

The General Board may consist of the Cultural Chair, Family Chair, Fundraising Chair, Historian, Social Media Chair, Graphics Chair, Service Chair, Social Chair, and Sports Chair. It is possible to have co-chairs for General Board positions.

Section 2: Tenure

The term of the Officer Board shall be one full academic year or until the new Officer Board is duly elected and installed, whichever one is shorter. An officer may be removed from office prior to the official end of their term as outlined in Article V, Section 2. An individual cannot hold the same office for more than two (2) consecutive terms.

Section 3: Officer Involvement and Integrity

Clause 1: Participation

All officers are required to attend at least seventy percent (70%) of all VSA meetings and events during their term. The specific percentage may vary at the discretion of the Officer Board. Attendance at all meetings and the Vietnamese Extravaganza is mandatory unless an officer provides a valid reason (e.g., family emergency). The President is responsible for keeping track of officer attendance and reprimanding officers when this requirement is not met. Consequences for not adhering to the minimum participation requirements will be determined by the President and Faculty Advisor.

Clause 2: Code of Conduct

In addition to following the VSA membership terms (Article III, Section 2, Clause 1), officers are expected to behave in a professional and considerate manner in order to effectively advance the mission and goals of UH VSA. If an officer cannot fulfill or must take a break

from their constitutional duties (Article III, Sections 5-6) at any point in time, they must communicate with the President and advisor(s) for next steps.

Attendance or non-attendance of VSA events must be communicated at least 48 hours in advance. Any and all communication should be conducted respectfully. Officers should not involve their personal lives in any proceedings related to the organization. In the case of any disputes or disagreements, the issue(s) should be resolved independently or presented to the Faculty Advisor for rectification.

Under all circumstances, officers must keep confidential and not disclose nor discuss any information regarding UH VSA and/or its members to anyone outside the Officer Board. Exempt are communications with advisor(s), former officers, and the UVSA South Executive Board that have been authorized by the Executive Board.

No officer may use the organization's property, whether physical or intellectual, and/or money for their personal benefit. If discovered, full compensation shall be demanded.

Deleting operational VSA documents with the intent of erasing or denying access to resources is forbidden. Doing so may lead to an indefinite ban from the organization. Furthermore, any deleted documents are expected to be recovered.

Section 4: Officer Board Duties

- Fulfill all duties in the absence, incapacity, or vacancy of any positions within the General Board
- Serve as a point of contact for members of the Vietnamese Students Association
- Administer information flows between VSA officers, members, and any outside entities required by the Officer Board
- Obtain the President's approval for all media and event plans
- Ensure all necessary materials for all meetings and events are completed or provided (e.g., supplies, slide decks, forms)
- When invited, attend and represent UH VSA at meetings and events
- Confirm the attendance of organizers and facilitators, final food and refreshment arrangements, and presentation requirements one week prior to a planned event, offering rescheduling options as needed
- When collaborating with entities outside of UH VSA, send out "Thank You" correspondence to all event organizers and facilitators within one (1) week of the event date
- Assist fellow officers with planning and executing organization-wide events, examples being Weeks of Welcome, Vietnamese Extravaganza, and Family Field Day
- Distribute member t-shirts and maintain corresponding records
- Verify all published content for accuracy at least two (2) days before the desired publishing date

- Coordinate with the Social Media Chair and Graphics Chair to create graphics and distribute flyers or other promotional material for VSA events
- Communicate information to fellow officers accurately and in a timely manner
- Support individual officers with their responsibilities in their absence or incapacity
- Maintain communication and transparency with the Executive Board in regards to the planning and execution of organizational operations
- Coordinate with the Treasurer and the rest of the Officer Board to ensure the reasonable cost and timely arrangements for food and refreshments at all organizational member meetings and events
- Coordinate directly with the Treasurer for approval of all transactions conducted

Section 5: Executive Board Duties

In addition to their individual responsibilities, Executive Board officers are accountable for:

- Fulfilling all duties in the absence, incapacity, or vacancy of any positions within the Executive or General Board
- Assisting the Treasurer with collecting membership dues as needed

The President, Vice President (Internal), and Treasurer must be listed on Get Involved as the Primary Student Officer, Secondary Student Officer, and Financial Student Officer, respectively.

Clause 1: President

- Ultimately be responsible for every task and event coordinated by the organization and its officers
- Directly be responsible for the balance and budget of \$8,000, which must be at least maintained by the end of the academic year – the budget must be modified and fundraising events must be planned to meet the amount requested by the end of the academic year (Article X, Section 3)
- Liaise between the Advisor(s) and the Vietnamese Students Association
- Maintain order and balance within the organization
- Ensure that the organization is fulfilling its mission and goals (Article II)
- Prepare all paperwork related to organization re-registration and the functioning of the organization
- Summarize the Constitution to the new Officer Board at the first Officer Meeting
- Facilitate Officer Meetings with the Secretary and lead special meetings
- Verify all published content for accuracy at least one (1) day before the desired publishing date
- Assist and support the Treasurer and Fundraising Chair in researching, pursuing, and obtaining sponsorship opportunities
- Ensure all officers are informed about and engaged in VSA activities

- Oversee End of Year Banquet operations
- Uphold this Constitution

Clause 2: Vice President Internal

- Seek to establish and maintain relationships between VSA and other groups and student organizations on campus
- Oversee the Internship Program (shadowing, projects, workshops, etc.)
- Reserve rooms for all meetings and events

Clause 3: Vice President External

- Serve as the liaison between UH VSA and VSAs at other institutions, the Union of Vietnamese Student Associations – Southern Region, external organizations and entities, and Houston’s Vietnamese community
- Oversee the recruitment of new members at the beginning of every semester
- Update the officers about membership statistics before the sixth week of the semester (i.e., number of new members recruited that semester)
- Coordinate all endeavors related to events hosted by partner schools
- Oversee Vietnamese Extravaganza operations (Article IX)

Clause 4: Treasurer

- Hold ultimate accountability for the collection and distribution of all organization funds, including membership dues and other associated fees
- Actively engage and build relationships with current and potential sponsors
- Maintain all physical inventory (assets of VSA)
- Provide and keep track of reimbursements for expenses directly attributable to the organization’s operations (Article X, Section 5)
- Initiate discussions as necessary with the President to align cash flows with VSA operational requirements (e.g., the funding of events)
- Maintain accurate and current records regarding the financial state of the organization (including all monetary inflows and outflows)
- Present an official financial report at each officer meeting for review and hold officers accountable for their variances
- Present official financial records to the President and Faculty Advisor at the end of every semester
- Analyze existing organizational financials at the beginning of each semester and develop and track a semester budget, which is subject to the President’s approval
- Provide budgets for all officers and their specific events at the beginning of each semester – modifications to the budget are only allowed if approved by both the Treasurer and President

- Uphold all internal control policies in regards to the financial procedures and account balances
- Ensure proper accounting of all fundraising operations for the organization

Clause 5: Secretary

- Call and preside over Officer Meetings with the President
- Record minutes for, maintain an attendance report for, and prepare summaries of all Officer Meetings
- Schedule, coordinate (e.g., food and refreshments), and create slide decks for General Meetings (Article VII, Section 1)
- Plan post-General Meeting socials
- Assume the duties of the Family Chair if the position is vacant
- Maintain and update the VSA Officer Database

Section 6: General Board Duties

Clause 1: Cultural Chair

- Organize and host at least six (6) Vietnamese culture-focused events (e.g., language workshops, food workshops, festivals)
- Incorporate the Vietnamese culture in all other organization-led events
- Oversee the UH VSA Dance Team

Clause 2: Family Chair

- Oversee the Family System and the Anh Chì Chanh Em (A.C.C.E.) System (Article VIII, Sections 1-2) and ensure quality member experience in each program
- Notify Family Leaders and Anhs, Chìs, and Chanhs of upcoming VSA events and opportunities
- Coordinate with Family Leaders and Anhs, Chìs, Chanhs) to track family/em involvement
- Coordinate with the Treasurer regarding rewards for the family and A.C.C.E. systems
- Provide updates about the status of the family and A.C.C.E. systems to the Officer Board (e.g., event details and attendance)
- Maintain and update current members' member points and contact information
- Maintain a database of Family Leaders and their respective family members
- Maintain and update a database of Anhs, Chìs, and Chanhs and their Em(s)
- Plan and execute Family Field Day each semester

Clause 3: Fundraising Chair

- Plan and execute at least six (6) VSA fundraising events, including bake sales and profit shares

- Communicate with the Executive Board, Social Media Chair, and Graphics Chair before every fundraising event to create a marketing plan
- Create and maintain a spreadsheet to document donations for fundraising events
- File and maintain current food permits
- Secure fundraising events with outside entities at least three (3) weeks in advance
- Ensure all rules set forth by the Fire Marshall and Food Safety Department are followed at every bake sale
- Prepare sponsorship forms

Clause 4: Historian

- Document all UH VSA meetings, events, and performances or ensure a substitute photographer/videographer
- Direct officer photoshoots and UH VSA videos
- Edit and publish photos and videos
- Maintain and update all media records (e.g., photo gallery)
- Create video recaps within one (1) week of the event
- Oversee the UH VSA Media Team with the Graphics Chair and Social Media Chair

Clause 5: Graphics Chair

- Manage VSA social media platforms along with the Social Media Chair
- Create graphics and overlays
- Create photo recaps within one (1) week of the event
- Ensure that any content to be published is approved by the Executive Board at least three (3) days prior to the desired publishing date
- Oversee the UH VSA Media Team with the Historian and Social Media Chair

Clause 6: Social Media Chair

- Manage VSA social media platforms along with the Graphics Chair
- Create short videos promoting UH VSA events and opportunities and the organization as a whole
- Oversee the UH VSA Media Team with the Historian and Graphics Chair

Clause 7: Webmaster

- Maintain and update the UH VSA Discord and website (e.g., links, photos, calendar)
- Coordinate with the Treasurer to continually ensure the Sponsor page on the website is current and in accordance with the purchased sponsorship packages

Clause 8: Service Chair

- Maintain and update a spreadsheet of community service events, including contact information, member turnout, and feedback

- Plan and execute at least three (3) community service events each semester (e.g., date, location, food and refreshment arrangements)
- Coordinate efforts to support the current Collective Philanthropy Project

Clause 9: Social Chair

- Create, update, and distribute a master calendar in coordination with the entire Officer Board
- Remind all officers about upcoming events (e.g., date, time, location, necessary assistance or equipment)
- Plan and execute at least one (1) organizational-level social every month

Clause 10: Sports Chair

- Oversee Intramural League sport activities, including appointing team captains and scheduling practices
- Ensure the team captain attends the Team Captain Meeting
- Maintain and update the master game schedule and coordinate with the Social Media Chair and Graphics Chair to post on VSA platforms, with the approval of the President
- Prepare waivers and registration forms
- Document attendance and participation and forward any victories and associated players to the Graphics Chair for acknowledgement on VSA platforms
- Keep track of registration deadlines and guidelines for intramural sports
- Plan and execute sports and esports socials

ARTICLE IV - SELECTION OF OFFICERS

Section 1: Qualifications to Hold Office

Clause 1: President

- Good standing with the University of Houston
- Active member of UH VSA (Article III, Section 2, Clause 2)
- Previous Executive Board Officer of the Vietnamese Students Association – exceptions require Officer Board approval

Clause 2: Vice President(s), Treasurer, or Secretary

- Good standing with the University of Houston
- Active member of UH VSA (Article III, Section 2, Clause 2)
- Previous General Board or Executive Board Officer of the Vietnamese Students Association – exceptions require Officer Board approval

Clause 3: General Board

- Good standing with the University of Houston
- Active member of UH VSA (Article III, Section 2, Clause 2) – exceptions require Officer Board approval

Section 2: Executive Board

Clause 1: Logistics

Elections are held at the end of each academic year and shall take place at a regularly scheduled general meeting of the organization with at least one (1) week's notice.

Prospective candidates may run for up to two (2) offices and must indicate their preference in their written application. If a candidate chooses to withdraw their candidacy for any office, they must communicate this in writing to the Chair of the Election Committee at least 24 hours prior to the scheduled election day.

Officers shall be elected by majority vote, provided that the percentage of no confidence votes does not reach thirty percent (30%).

Clause 2: Elections Committee

The Elections Committee is a neutral, impartial body responsible for planning and running Executive Board Elections. Specifically, its duties are to determine logistics, coordinate applications, conduct interviews, vet candidates, facilitate Election Day, handle voting results, and finalize the new Executive Board. Participation in all interviews and meetings related to Elections is mandatory for all Election Committee members.

The Elections Committee shall consist of the following five (5) individuals:

- The current president
- A current, non-returning officer
- The Faculty Advisor
- Two (2) executive officers from previous UH VSA Officer Boards

The current president shall chair the Elections Committee. In the event that the President is running for reelection, the Faculty Advisor shall substitute for them in all discussions regarding the presidential office.

If there are no non-returning officers, the Chair will nominate the Senior Advisor or another former executive officer. Everyone nominated by the Chair to serve on the Elections Committees must be approved by the outgoing Executive Board before being named to the Committee.

Clause 3: Voting

Only paid UH VSA members may vote, for which they are entitled one (1) ballot. Alumni may spectate Election Day but are not permitted to vote.

Executive Board Elections shall be conducted by secret ballot. Sixty percent (60%) of the votes shall be given to the outgoing Officer Board, while forty percent (40%) of the votes shall be given to the membership. There shall be no absentee voting. The Elections Committee will factor in the tabulated votes when determining the new Executive Board.

For each position on the ballot, voting members may choose one (1) of the following three (3) options:

- Their candidate of choice
- No confidence (member does not support any candidate)
- Abstain (member declines to vote and removes their ballot from the pool)

Clause 4: Special Circumstances

In the event of a tie for an Executive Board office, the Elections Committee must conduct a run-off election within fourteen (14) days of the primary election. In the event of another tie, the Elections Committee shall select the most appropriate candidate for the position.

Even if a candidate is running uncontested, they are not guaranteed the position unless the candidate has the confidence of both the voting members and the Elections Committee.

To fill vacancies in offices, the new Officer Board may (1) conduct Special Elections, which must be held prior to the start of the upcoming academic year, (2) appoint individuals to the position(s), or (3) distribute its duties amongst the incoming Executive Board.

Section 3: General Board

All General Board offices are filled through an application and interview process with the incoming Executive Board. Applications should be submitted after Election Day, and the selection of General Board Officers should be completed before the End of Year Banquet.

ARTICLE V - OFFICER DEPARTURE

Section 1: Resignation

If an officer decides to resign from their position, they must:

- Sign non-disclosure agreements
- Provide a letter of resignation to the Officer Board and advisor(s)
- Return any VSA inventory items that may be in their possession

- Aid in the transition of their responsibilities to the officer(s) covering said duties until (1) a replacement is found or (2) their role is redistributed

Someone who resigns cannot rejoin the Officer Board in the same term that they resigned from.

Section 2: Impeachment

An officer may be terminated for failing to fulfill their constitutional duties, violating the Code of Conduct (Article III, Section 3, Clause 2), and/or for any conduct that harms the organization. The process begins when a member or officer moves to have a vote of “no confidence” on an officer and communicates this to the Executive Board. Together with the advisor(s), the Executive Board will evaluate the circumstance and vote whether to continue with the motion. If there is a majority “yes” decision, the officer in question will be suspended from their duties and an impeachment trial will be scheduled as soon as possible, but no sooner than one (1) week later.

At the impeachment trial, which will be presided by the Faculty Advisor, the “no confidence” motion will be presented by the Executive Board. The officer in question will then have an opportunity to give a defense statement. A question and answer session will follow afterwards.

A two-thirds ($\frac{2}{3}$) vote by the Officer Board, excluding the officer in question, and advisor(s) is required for termination. If it does not pass, the officer formerly in question will be reintegrated back into the Officer Board.

If the vote passes, the decision is effective immediately and the terminated officer must sign non-disclosure agreements and return any VSA inventory items that may be in their possession. They may also be subject to any applicable disciplinary action outlined in Article III, Section 4 (Member Termination).

In the case of a heinous act (Article III, Section 4), the Faculty Advisor has the power to terminate an officer outright if the allegation is found to be true.

Section 3: Replacement

Should any office become vacant, the Officer Board can (1) appoint someone to the position or (2) redistribute its responsibilities amongst the remaining officers.

If the President is unable to complete their term, they must choose a successor within the Executive Board. The nominated candidate must be approved by the Faculty Advisor. If the candidate is not approved by the Faculty Advisor, then the successor will be the next officer in the presidential line of succession: Vice President Internal, Vice President External, Treasurer, Secretary. If the entire Executive Board is unable to assume the presidency, the

next president will be determined by the remaining officers and Faculty Advisor. Until the presidency is filled, the Executive Board will share the duties of the President.

If the identity of the President, Vice President Internal, and/or Treasurer changes at any point in time prior to the end of their official term, an Officer Change Request Form must be completed on Get Involved.

ARTICLE VI - ADVISORS

Section 1: Senior Advisor

The organization may have one (1) senior advisor who is a student and must have been a UH VSA officer for at least one (1) full term. The Senior Advisor may sit in on every meeting and offer their advice on all matters related to the organization. Furthermore, the Senior Advisor may assist with any tasks, responsibilities, and/or roles asked of them if it is within their capacity. The Senior Advisor shall be considered an ex-officio, non-voting member of the organization.

Section 2: Faculty Advisor

The organization shall have one (1) faculty advisor who it shall turn to when in need of counsel and who shall serve as a liaison between VSA and the University of Houston. The Faculty Advisor may sit in on every meeting and give their opinion on all matters related to the organization. Any violations of the UH student handbook or procedural dispute not covered in the Constitution must be brought before the Faculty Advisor. The Faculty Advisor shall be considered an ex-officio, non-voting member of the organization.

Officers are encouraged to present any issues to the Faculty Advisor so that the Faculty Advisor may rectify the situation.

In the event that the Faculty Advisor resigns, a new Faculty Advisor may be found through the assistance of the University of Houston's Center for Student Involvement. The new Faculty Advisor must be approved by a two-thirds ($\frac{2}{3}$) vote by the current Officer Board.

ARTICLE VII - MEETINGS

In the event of unforeseen circumstances that prevent physical meetings from being held (e.g., the COVID-19 pandemic), the Officer Board may conduct meetings virtually using the platform of their choice.

Section 1: General Meetings

General Meetings will be held biweekly during the fall and spring semesters on Wednesdays. Public notice of the time and place shall be posted no less than three (3) days prior to the scheduled date.

Section 2: Officer Meetings

Officer Meetings will take place at least biweekly and be led by the President and Secretary. Decisions made during Officer Meetings cannot be overturned by non-present officers unless a valid reason is given.

Section 3: Special Meetings

Special meetings may be called by the Faculty Advisor, President, or majority of the officers. All officers must be notified at least 24 hours before the meeting time.

Section 4: Transition Meetings

Transition meetings, which will be led by the former Officer Board, should be held after the new Officer Board is installed to help the latter adjust to their roles and receive guidance for the upcoming year. During these meetings, all VSA inventory items and accounts should be transferred. Furthermore, the former Officer Board should remain fairly accessible for at least one (1) month after the end of the academic year in case the new Officer Board needs additional support.

ARTICLE VIII - OPTIONAL PROGRAMS

Section 1: Family System

Clause 1: Overview

The purpose of the Family System is to provide a sense of community among VSA members while nurturing them both professionally and personally. Any changes to the Family System cannot be implemented without the formal approval of the Executive Board.

Clause 2: Structure

There should be at least four (4) families within VSA unless the circumstances of the current academic year require otherwise. Each family should have at least two (2) and no more than three (3) Family Leaders. New families are created every academic year.

Clause 3: Family Leaders

Interested members with at least one (1) year of VSA Family System experience should complete a Family Leader application during the summer, to be collected and reviewed by the Family Chair. The Officer Board will select and notify the new Family Leaders, who will be revealed at the second General Meeting of the academic year.

Family Leaders must meet the following requirements:

- Be an active member of VSA
- Be a sophomore, junior, senior, super senior, or alumni
- Agree to the Family Leader Expectations, which includes but is not limited to staying committed to their family, maintaining an appropriate relationship with family members, and assisting family members when approached

Family Leaders are expected to:

- Maintain a group chat for their family
- Inform their members about upcoming VSA events and opportunities on at least a weekly basis
- Encourage and keep track of family member participation
- Go to the Family Chair to communicate any issues and give at least monthly updates on family member involvement
- Plan and execute at least one (1) family social each month

Clause 4: Family Members

Family members must be a current member of VSA. Members are encouraged to be committed to the VSA Family System to obtain a meaningful experience and approach their Family Leaders for guidance and support. Family members must maintain an appropriate relationship with their Family Leaders.

Clause 5: Sorting Process

Prior to assigning members to families, a Family Mixer must be hosted to allow members to connect with and get to know each family and its respective Family Leaders. The mixer must be held at the beginning of the semester, and all Family Leaders must be notified at least two (2) weeks prior to the event.

While building families, aside from the members' individual family preferences, the Family Chair must consider the diversity and balance in each family based on the following factors: student classifications, genders, and majors. The number of members per family should also be balanced. The factors listed are only used to maintain the diversity in each family to enhance the experience for members.

Section 2: Anh Chì Chanh Em System

Clause 1: Overview

The purpose of the Anh Chì Chanh Em System (A.C.C.E.) is to create a more personal VSA experience for members by providing a figure who can serve as their mentor throughout their VSA journey. Any changes to the A.C.C.E. System cannot be implemented without the formal approval of the Executive Board.

Clause 2: Structure

Each Anh, Chì, or Chanh may have at least one (1) and no more than three (3) Ems. Each Em may only have one (1) Anh/Chì/Chanh. Pairings between an Anh/Chì/Chanh and Em are intended to last a lifetime.

Clause 3: Anhs, Chìs, and Chanhs

Interested members with at least one (1) year of VSA experience should complete an Anh/Chì/Chanh application during the summer, to be collected and reviewed by the Family Chair. The Officer Board will select and notify the new Anhs, Chìs, and Chanhs, who will be revealed at the third General Meeting of the academic year.

Anhs, Chìs, and Chanhs must meet the following requirements:

- Be an active member of VSA
- Be a sophomore, junior, senior, super senior, or alumni
- Agree to the Anh/Chì/Chanh Expectations

Anhs, Chìs, and Chanhs are expected to:

- Regularly contact their Ems
- Inform their Em(s) about upcoming VSA events and opportunities on at least a weekly basis
- Encourage and keep track of Em participation
- Go to the Family Chair to communicate any issues and give at least monthly updates on Em involvement
- Hangout with their Em(s) at least once a month

Clause 4: Ems

Ems must be a current member of VSA. Ems are encouraged to be committed to the VSA A.C.C.E System to obtain a meaningful experience and approach their Anh/Chì/Chanh for questions and concerns. Ems must maintain an appropriate relationship with their Anh/Chì/Chanh.

Clause 5: Matching Process

Prior to assigning members to families, an A.C.C.E Mixer must be hosted to allow prospective Ems to connect with and get to know each Anh, Chi, and Chanh. The mixer must be held at the beginning of the semester, and all facilitators must be notified at least two (2) weeks prior to the event.

Following the A.C.C.E. Mixer, there will be more opportunities for Anhs, Chis, and Chans to interact with prospective Ems. The matching process will culminate on Matching Day, during which each Anh/Chi/Chanh will rank their top choices for Ems and vice versa. With these rankings in mind, the Family Chair will finalize the Anh/Chi/Chanh and Em pairings, which will be revealed at a later date.

ARTICLE IX - VIETNAMESE EXTRAVAGANZA

Section 1: Overview

The Vietnamese Extravaganza (VEX) is UH VSA's annual charity gala. The event, which brings together hundreds of attendees from across the Union of Vietnamese Student Associations – Southern Region, serves to promote the Vietnamese culture and also raise funds for the Collective Philanthropy Project (CPP).

The CPP is an initiative for Vietnamese students and community organizations to collaborate and partner with one another in working towards one charitable cause. The idea was to create momentum for a collective effort under one philanthropic campaign. CPP assists North American Vietnamese nonprofit/philanthropic organizations to better achieve their mission through collective and collaborative partnership with the Union of North American Vietnamese Student Associations and its constituent groups.

Section 2: Logistics

VEX will take place in February-March of the current academic year. Operations will be overseen by the President and Vice President External. The remaining officers in the Officer Board will be assigned to one (1) of the following committees:

- Marketing and Media (M&M)
- Registration and Volunteering (R&V)
- Stage and Programming (S&P)

ARTICLE X - FINANCES

Section 1: Membership Dues

Membership dues shall be determined by the Treasurer with the approval of the Executive Board. Dues shall be paid by the second General Meeting of each semester. There shall be a late fee of \$5 for anyone who pays their dues up to one (1) week after the second General Meeting. After this deadline, dues can no longer be paid. The Treasurer is responsible for adhering to the late fee policy.

Anyone who has not paid or renewed their dues or special assessments by the specified deadline shall no longer be considered members and lose all member rights.

Section 2: Audits

An audit of the organization's finances will be conducted by the Faculty Advisor at the end of every semester, within a month of the last day of the current semester. The Faculty Advisor will maintain all audit records and determine the consequences of each audit. The Treasurer will be responsible for any interruption of ongoing audit procedures.

Section 3: Balances

The current Officer Board must maintain a balance of \$8,000 by the end of the academic year. If the balance falls below the threshold, then justification must be provided to the President and Faculty Advisor. The results of the final audit will determine the consequences. The President and the Treasurer are responsible for budgeting and planning activities throughout the semester to at least maintain the balance of \$8,000 by the end of academic year.

Section 4: Budgets

A budget will be set at the beginning of every semester by the Treasurer with the approval of the President.

All officers and Chairs must stay within budget when purchasing or paying for items on VSA's behalf. If an officer needs to go over budget due to unforeseen circumstances, they must contact the Treasurer for approval. The Treasurer will then send a written communication to the President acknowledging their approval and respond to the officer with consent or disapproval. Failure to request approval may result in failure of reimbursement for the amount spent over the budget.

If the Treasurer does not respond within two (2) business days after an approval request has been made, the requesting officer may contact the President directly for approval. The President must then notify the Treasurer acknowledging their approval.

Section 5: Reimbursements

Clause 1: Procedures

To be granted reimbursement for expenses spent on VSA's behalf, the following procedures must be followed:

- Within one (1) week of the event, the requesting party must submit a reimbursement request form and valid documentation of the expenditures to the Treasurer
- The Treasurer must obtain a signature of or written approval from the President
- The Treasurer will then reimburse the requesting party within five (5) business days and record the transaction

Clause 2: Valid Documentation

Without exception, all reimbursements will only be granted after the required procedures (Article X, Section 5, Clause 1) have been completed. If the requesting party does not have valid documentation, they cannot be reimbursed.

Valid documentation includes:

- Original receipt
- Original invoice
- Copy of invoice with invoice number

The following will not be accepted as valid documentation:

- Original or printout of bank statement
- Original or printout of credit card statement
- Printout of online order

Section 6: Revenue

Monetary transactions may be conducted electronically or in cash. When cash or a check is collected, it must be given to the Treasurer within two (2) business days. The treasurer must deposit all cash and/or checks within two (2) business days of receiving it. No cash can be spent for expenses. Officers are responsible for any cash shortages or overages.

Section 7: Financial Obligations

The Treasurer is responsible for ensuring that all financial obligations are paid in a timely manner (e.g., bills, deposits, fees).

ARTICLE XI - AMENDMENTS

Section 1: Proposal of New Amendments

Only active members of UH VSA may propose amendments to this Constitution. The proposed amendment must be submitted in writing to the Executive Board and Faculty Advisor for review and recommended edits.

Section 2: Ratification

After the amendment is reviewed by the Executive Board, it shall be presented to the rest of the Officer Board at least one week prior to the Officer Meeting during which the amendment will be voted upon. A three-fourths ($\frac{3}{4}$) vote is required to adopt the amendment. If the amendment passes, it is effective immediately unless stipulated otherwise, and all members will be notified regarding the update(s) to the Constitution. A copy of any amendment to this Constitution must be submitted to the Center for Student Involvement office at the University of Houston within two weeks after ratification.

ARTICLE XII - REQUIRED CLAUSES

Section 1: Anti-Hazing Clause

Students and Student Organizations are prohibited from initiating, participating in, or being witness to hazing activity. Hazing is antithetical to the University's commitment to a positive educational environment. Participation in hazing activities is against the law. Violation of the University's hazing policy, whether on or off-campus, may subject participants, including students and organizations, to arrest, prosecution and/or disciplinary action, including, but not limited to, suspension or expulsion of students and the revocation of an organization's registration and/or recognition at the University. Consent to or acquiescence in hazing activity is not a defense. The University strictly prohibits participation in hazing activities by any party, regardless of the existence of consent. Hazing activities do not contribute to the positive development or welfare of students. The University of Houston recognizes the act of hazing as illegal, irresponsible, intolerable and inconsistent with the principles of higher education and basic human development. For more information on the University's Hazing Policy please visit the Student Life Policies section of the [University of Houston Student Handbook](#).

Section 2: Non-Discrimination Clause

The University of Houston provides equal treatment and opportunity to all persons without regard to race, color, sex (including gender and pregnancy), genetic information, religion, age (over 40), national origin, ethnicity, disability, military status, sexual orientation,

gender identity or status, gender expression, or any other legally protected status except where such distinction is required by law. This statement reflects compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and all other federal and state regulations.

EFFECTIVE DATE: _____(month/year)