

**Pagsikapan - PASC Constitution**  
California State University, Dominguez Hills

Pagsikapan - PASC  
Pilipino-American Student Community

**Preamble**

Pagsikapan - PASC exists for the betterment of California State University, Dominguez Hills' campus and the communities surrounding it. Through collaboration with students and faculty members from varying ethnic backgrounds, PASC works to unify all cultures within Dominguez Hills to prosper individually and as a society by sharing Pilipino culture and values through our activities and outreach.

**Article I**

Section 1

PURPOSE: Pagsikapan are students who aim to promote recognition and better understanding of the Pilipino culture at the California State University, Dominguez Hills Campus and the surrounding community.

We intend to achieve our aim through:

- 1) Promoting the Pilipino Culture through various media such as Facebook, Twitter, Instagram and Tumblr
- 2) Social interaction among members, the campus community, other educational institutions, and the community at large
- 3) The encouragement of academic achievements

4) Participation in the CSUDH campus and other opportunities

5) Exchanges of ideas with people of all national backgrounds

## Section 2

Pagsikapan shall not be discriminatory in terms of national and ethnic origin, religion, age, sexual orientation, gender, physical or mental ability, marital status, financial or social status.

## Section 3

This organization and/or its members, when making stands on issues, recognizes and will fulfill the obligation to make clear that it/they in no way represents the official position of the California State University, Dominguez Hills.

## Section 4

Name

The official name of the organization shall be Pagsikapan Pilipino-American Student Community, California State University, Dominguez Hills

## **Article III**

### Section 1

MAINTENANCE

This organization, pursuant to its charter obligation, shall maintain an agency account with the ASI Business Office of CSUDH. This organization may elect to maintain an account in an off-campus banking facility with prior approval by the university.

## USAGE

All monies of this organization shall be deposited in and disbursed from this account following procedures outlined by the ASI Business Office or the off-campus banking facility. Should an off-campus account be opened by the officers of this organization, all required paperwork/documents must be submitted to the Office of Student Life.

## Section 2

### DISPERSAL OF FUNDS

Should this organization become inactive by failing to apply for charter renewal, the trust account will be held as an inactive account for two academic years. In the event this organization does not become active during the two year period any funds remaining in said account are to be used to pay any outstanding accounts due the University. If there are no outstanding accounts, it is hereby declared that any funds remaining in said accounts are to be transmitted to Pilipino Worker's center (153 Glendale Blvd, Los Angeles, CA 900268) and Fil-Am Arts (760 S Westmoreland Ave, Los Angeles, CA 90005). If the said organization is no longer functioning at that time, or if its original educational, charitable purposes, then the funds of this organization shall be transferred to the Associated Students, Inc., California State University Dominguez Hills.

**Article IV**  
Membership

CATEGORIES OF MEMBERSHIP/ ELIGIBILITY REQUIREMENTS:

- 1) Active – CSUDH students pay the membership due of \$25 per academic school year from Fall-Spring semester
- 2) Associate – Non-CSUDH students pay membership due \$25 per academic school year from Fall-Spring semester
- 3) Alumni – Former Active members who are not current CSUDH students pay membership due \$25 per academic school year from Fall-Spring semester
- 4) Honorary – Lifetime membership awarded by the Executive Board to persons it recognizes as having a great impact on the majority of our members

Section 1

SUSPENSION

Any member, who violates the constitution of the club or violates any of the rules of student conduct as stated in the California Administrative Code, Title 5, Section 41301, may be suspended, or removed from the club following a course of actions. A member will be given 2 warnings before action for suspension will be taken. First strike will arise with an email from both the present President and Vice-President. Second strike will consist of a meeting with the advisor of the club to discuss appropriate action. Properly making up for actions done consists of meeting with the current board, and/or develop an activity for the club that will re-engage the

members. A member may be suspended or removed for the above reasons following a hearing by the membership of the organization.

## **Article V** Officers

### Section 1

#### CATEGORIES OFFICERS

Officers of Pagsikapan, whether elected or appointed, must be active members of the club. The positions which are listed, respectively, will be the Chain of Command regarding all Executive Decisions, unless otherwise stated in the position's specific duties. Elected positions include: PRESIDENT, VICE PRESIDENT, TREASURER, SECRETARY,, PUBLIC RELATIONS, and HISTORIAN. The Executive Board may appoint other positions as it deems necessary.

### Section 2

#### Duties

The duties and descriptions of elected officers is as follows (but are not limited to the following):

1) PRESIDENT – The chief officer of the club. The President is responsible for all executive decisions, for open communication in the entire club, for being the official spokesperson in all the matters of the club, for being chairperson of the EXECUTIVE BOARD, and for all dealings of the club. Responsible for all programs held within the club that promote the members' academic well-being. Required to lead the committee which heads the Pilipino Graduation. Responsible for organizing the Ate/Kuya/Ading(AKA) Program, study nights, and any other

activities related to the academics of the members. Responsible for planning and organizing programs which promote the teaching of Pilipino culture, Pilipino-American culture and other ethnic cultures to the members. Such programs include but are not limited to Pilipino-American Heritage Month Workshops. The Culture Chair will also be responsible for organizing all activities and exceeding all plans related with Pagsikapan's future annual Pilipino-American Culture Night. Responsible for the internal promotion of club functions through all media necessary. He/she will also be responsible for the planning and organizing Pagsikapan's representation throughout the year.

2) VICE PRESIDENT – The Vice President is responsible for assisting the President in the making of executive decisions and promoting open communication in the entire club. The Vice President acts as the primary liaison between the executive and the Member Advisory Board. The Vice President reports to the President, and the Executive Board on all matters of the club. In the case of the President's absence, the Vice President would then assume all presidential responsibilities until the current President's return. Supervises the Treasurer and Secretary's roles within the club and the planning undertaken throughout their terms. Also oversees the yearly calendar and ensures all paperwork concerning events and the university is completed in a timely manner.

II. CULTURE CHAIR – Responsible for planning and organizing programs which promote the teaching of Pilipino culture, Pilipino-American culture and other ethnic cultures to the members. Such programs include but are not limited to Pilipino-American Heritage Month Workshops. The Culture Chair will also be responsible for organizing all activities and exceeding all plans related with Pagsikapan's future annual Pilipino-American Culture Night.

4) **TREASURER** – Responsible for record keeping of the club, such as budgeting, bookkeeping and maintaining all money related matters of the club. The Treasurer must also prepare financial reports, annual budgets and fiscal deadlines to report to the Executive Board. The Treasurer will make financial approvals in conjunction with the President and Vice President.

5) **SECRETARY** – Responsible for record keeping of all business of the club. The secretary handles all correspondence, and is responsible for the dissemination of written communication to the Executive Board, including minutes of every meeting. In addition to record keeping, the secretary is responsible for holding all Executive Board members accountable to their designated duties and deadlines. Responsible for maintaining record of all events throughout the year using audio/visual media. These records should be used in the production of a video yearbook. He/She will also be responsible for the maintenance of the club’s website on the internet.

## **Article VI**

### Elections

#### Section 1

#### NOMINATIONS

To be placed on a ballot for officer election, a candidate must be an active member in good standing and also be nominated by an active member in good standing. He/She must also meet all of the eligibility requirements of an officer as stated by the University. In addition, nominees to the Vice President and President positions must be of Sophomore standing, and has served one previous year on executive board, at the time of nomination. Nominees to any of the four Chair Positions must be of Sophomore standing only. All nominations may be accepted or declined.

## Section 2

### TIME OF ELECTION

Elections of new officers will be held annually, no later than three weeks before final examinations of Spring Semester

## Section 3

### PROCEDURE

Election of officers is by secret ballot. Each active member of the club will have one vote for each office. A  $\frac{2}{3}$  majority vote will decide election of board members. Voting will be repeated until a  $\frac{2}{3}$  majority will be reached. Campaigning must be within 30 days.

## Section 4

### ASSUMPTION OF OFFICE

Elected officers take office at the time of induction and are subject to a term of one year.

## Section 5

### VACANCIES

If an officer cannot perform his/her duties for any reason prior to the expiration of his/her term, the president will confer with the officer. At this time, if the officer cannot give sufficient reason for inability to perform assigned duties, the president will give the officer two weeks to turn in a letter of resignation. If said resignation is not received within two weeks, the officer will be impeached as outlined in Article VI, Section 6 of this constitution. Once the office is vacated for

any reason, the office will be filled for the remainder of the term by interim appointment from the president, and is subject to the approval of the majority of the executive board.

## Section 6

## IMPEACHMENT

If and when an officer has not successfully tended to his/her duties as outlined by the constitution, he/she will be impeached by executive board and advisors. Such forms of not tending his/her duties are stated in Article V, Section 2 of which will also be reviewed by the faculty/staff advisors. At this time the officer will be permitted to plead his/her case to the Executive Board.

## **Article VII**

### Meetings

#### Section 1

## REGULAR MEETINGS

General meetings will be held monthly. Executive Board meetings will be held bi-weekly. Meetings will be held at a scheduled hour. General meetings will follow the agenda prepared by the Executive Board. Attendance is mandatory for Executive Board Members at all general and executive board meetings unless a valid excuse or prior notice is provided.

## Article IX

### Committees

## Section 1

### ELIGIBILITY

At the time of assuming responsibility for a committee and during tenure in office, a committee chair must meet all the eligibility requirements as stated by the University.

## Section 2

### THE EXECUTIVE BOARD

The Executive Board shall consist of all the elected officers and all appointed officers, if any.

## Section 3

### DUTIES OF THE EXECUTIVE BOARD

The Executive Board shall act as the governing and decision making body of the club, approve Presidential appointments, establish policy and enforce the Constitution, expedite action on all matters of the club, serve as the model members of the club, and approve annual budget.

Research, plans, and advisory activities will be initiated in the Executive Board. Various strategies including, but not limited to, expansion, publicity, and general direction are the responsibility of the Executive Board. Executive Board members are responsible for open communication, sensible voting, and the general image of the club.

## Section 4

### MEMBER ADVISORY BOARD

The Member Advisory Board is recruited and mentored by advisor. Members may apply to join the Member Advisory Board, pending approval of the Executive Board. The Member Advisory Board provides insight on club matters and assists the Executive Board in tending to their duties.

## Section 5

### THE CHAIRS' COMMITTEES

Each Chair position heads a committee whose purpose is to generate, organize and carry out activities in their respective spheres.

Any other committees will be created through the appointment of the president and approval of the Executive Board.

## Section 7

### COMMITTEE GUIDELINES

All committees must abide by the following guidelines in the process of achieving its purpose:

- 1) All meetings must be conducted with the committee chair present, and all actions of the committee must be approved by the committee chair.
- 2) All committees and its members are responsible for open communication, responsible and sensible voting, and the general image of the club.
- 3) Reports must regularly be given to the Executive Board on all committee matters so that the Executive Board remains informed on all club matters.

## Section 8

### EXECUTIVE BOARD AUTHORITY OVER COMMITTEES

None of the committees alluded in this article require Executive Board approval. However, the Executive Board may intervene in committee affairs if the committee is not following the guidelines as stated in Article IX, Section 8, or if it is not achieving its respective purpose.

## Article 9

### DUES

All members, with the exception of Honorary members, present and prospective are required to make payment of dues contingent upon their membership in the club. The Executive Board will establish annual due rates. Persons who do not meet financial obligations will not have a vote in club actions nor will receive membership privileges until such time as their payment of dues is received and recorded by the Treasurer.

## Article 10

### Advisor

### Section 1

#### ELIGIBILITY

Pagsikapan shall have an advisor over 21 years of age who shall be faculty, administration, or staff of the California State University, Dominguez Hills.

### Section 2

## SELECTION AND APPOINTMENT

After an advisor had been nominated by the organization and approved by his/her Department Head, final approval and actual appointment will be made by the Director, Office of Student Life. If the advisor is the Department Head, then the immediate supervisor would also need to approve before final appointment is made by the Director of Student Life.

### Section 3

## DUTIES

The advisor's responsibilities include attendance and participation in as many organizational meetings and activities as is practical, signing all forms related to the scheduling of activities and the disbursement of funds, and the other duties outlined in Office of Student Life's Advisor's Guide.

### Article 11 Amendment

### Section 1

## MEANS OF AMENDMENT

To propose an amendment to this Constitution, a person must be a member or an advisor of Pagsikapan. The Executive Board must be informed of the proposed amendment so that it may arrange for a presentation of the proposed amendment in a general meeting. The actual vote will take place at the most immediate meeting following the presentation with  $\frac{2}{3}$  majority. This number will not include associate, alumni and honorary members. However, these members are

not excluded from attending the meeting and voting on changes. An amendment is approved if the affirmative votes are  $\frac{2}{3}$  majority.

## Section 2

### APPROVAL

All amendments to this charter shall be filed with Office of Student Life, submitted with Change of Amendment Form, indicating the date and method of adoption. Revisions shall be incorporated into a fully revised copy of the charter. Any amendment(s) which change(s) the purpose of the organization or substantively modify the Charter's provisions shall be approved by the University before taking effect.

## Section 3

### COMPLIANCE

This charter shall not conflict with the By-Laws of the Associated Students Inc., or with the policies and regulations of the California State University, Dominguez Hills, the Trustees of the California State University and Colleges, or the State of California. Any stipulations applying to all chartered organizations made by the University shall be considered in these Charter Provisions or not.