

The Constitution of the Vietnamese Student Association
University of Denver

Article I

I. Name

- a. Section 1: The name of this organization is to be called, "Vietnamese Student Association" (VSA), and shall be recognized as an autonomous group independent of other organizations outside of the University.
- b. Section 2: The Executive Board of VSA, hereafter referred to as the 'Executive Board,' shall be made up of the President, the Vice-President, the Treasurer, the Secretary, and other officers.

Article II

II. Purpose

- a. Section 1: The purpose of this organization shall be to promote awareness and understanding of Vietnamese and Vietnamese-American cultures. To provide an opportunity for students to come together and discuss issues pertaining to Vietnam.
- b. Section 2: The Executive Board shall coordinate all of the activities sponsored and co-sponsored by VSA.

Article III

III. Membership

- a. Section 1: Membership is open to all undergraduate students at the University of Denver who share and are willing to contribute in any form to the purpose of the organization as stated in Article II, Section 1. Members do not have to pay any membership fees.
 - i. No full-time student from any school shall be excluded from membership on the basis of sex, sexual orientation, race, ethnicity, religion, or disability.
- b. Section 2: Only members who are undergraduate students at the University of Denver or who are members of VSA or active members of VSA may vote. Those who hold office must be undergraduate students from the University of Denver.
- c. Section 3: The privileges and responsibilities of membership are:
 - i. To attend at least 25% of the meetings
 - ii. To propose, decide, organize, and participate in the activities sponsored and co-sponsored by VSA.
- d. Section 4: Membership may be revoked by a majority vote of the active members due to failure to meet requirements stipulated by Article III, Section 3.

Article IV

IV. Meetings and Procedures

- a. Section 1: Meetings should be held at least twice a month and shall be called by the Executive Board.
- b. Section 2: In order to vote on any matter of policy or procedure, there must be a quorum two-thirds (2/3) of membership will constitute a quorum. Majority agreement of quorum will decide issues brought to vote.

Article V

V. Officers

- a. Section 1: The organization shall have the following officers: President, Vice-President, Treasurer, and Secretary.
- b. Section 2: Executive Board
 - i. The Executive Board shall meet at least twice a month to discuss immediate issues or upcoming events.
 - ii. The Executive Board is intended as a steering committee for the main body of VSA.
 - iii. The Executive Board shall act as the official spokesman for VSA, according to the group's consensus.
 - iv. The Executive Board will reflect the will of the majority in its policy; policy proposed by or initiated by the Council or the membership must be approved by a majority of voting membership.
- c. Section 3: Duties of Officers
 - i. President
 1. He/She may, upon consensus of the Executive Board, appoint short term committees to deal with immediate problems.
 2. He/She shall supervise and coordinate activities of the Executive Board.
 3. He/She may call meetings of the Executive Board and general meetings of the membership.
 4. He/She shall act as the official spokesman for the University of Denver Vietnamese Student Association.
 5. He/She may represent VSA opinions at any non-university functions of which he/she participates in as a member of VSA. Members also reserve this right.
 6. He/She shall explore means of making the University more relevant and meaningful to the Vietnamese people; in this area he/she shall work closely with the Executive Board.
 7. He/She shall expend monies with consensus of the Executive Board.
 8. He/She shall structure the agenda for every meeting.
 9. He/She is responsible for keeping the entire club focused and ensures that the goals are met.
 - a. He/She is in charge of delegating work to Executive Board and members to get goals met/completed.
 10. He/She must proof and approve final work.
 11. He/She must communicate with the Advisor of the Club on a quarterly basis.
 - ii. Vice President
 1. Assumes the duties of the President in his/her absence.
 2. He/She must assist the President in his/her efforts to make the University of Denver more relevant and meaningful to all students and members of the University.
 3. Duties include Ad Hoc powers granted to him/her by the President with the approval of the Executive Board.
 4. He/She must help make executive decisions when needed.
 5. He/She must help proof and approve final work.
 6. He/She must coordinate projects and work closely with the Executive Board.

- iii. Treasurer
 - 1. He/She shall act as Chairman of the Finance Committee and, with it, prepare a budget for each academic year.
 - 2. He/She must keep an updated budget on the club at all times.
 - 3. He/She must create financial statements for every VSA event.
 - 4. He/She shall collect dues, fees, and/or any other fund raising capital
 - 5. He/She shall expend monies with consensus of the Executive Board.
- iv. Secretary
 - 1. He/She shall handle all correspondence and keep pertinent minutes of the meetings.
 - 2. He/She shall notify members of meetings.
 - 3. He/She must assist the Executive Board in any duties that need to be completed.
 - 4. He/She is in charge of keeping records for the club.
 - 5. He/She must write "blurbs" for press releases and marketing materials. Everything must be approved by the President and Vice-president.
 - 6. He/She is in charge of keeping everyone updated with the club via e-mail.
- v. Other Officers
 - 1. These positions can vary year by year, depending on what the leadership of the organization feels is appropriate for the organization for the year. Positions may be created, but is not limited to, for the following officers:
 - a. Cultural Coordinator
 - b. Social Coordinator
 - c. Historian
 - d. Events Coordinator
 - e. Fundraising Coordinator
 - f. Publicity Coordinator
- d. Section 4: Election and Removal Process
 - i. An officer may be impeached and removed by the membership for failure to perform his/her duties. The specific charge shall be reviewed at an open meeting at which time the membership shall decide whether to proceed with an impeachment vote.
 - ii. A two-thirds (2/3) affirmative vote by secret ballot of the members present shall be required to confirm the removal of the officer.
 - iii. Leaders will be elected by majority vote through secret ballots, or by whatever means is decided as appropriate for the organization in that year.
 - iv. A quorum of two-thirds (2/3) of the membership must win a majority vote by secret ballot. Each elected officer shall serve a term of one year.
 - v. Nominations for these positions can be made by any member in good standing. Officers of VSA shall be elected annually, during the end of the current school year.
 - vi. Any member is eligible to run for office.

Article VI

VI. By-Laws

- a. Any member can propose by-laws. A majority vote is required to establish or alter by-laws.

Article VII

VII. Amendments to the Constitution

- a. Any member can propose amendments to the Constitution. Proposed amendments must be discussed before a vote by secret ballot by membership whether to adopt or reject these proposed amendments. Two-thirds (2/3) of the voting membership is required to adopt an amendment.

Article VIII

VIII. Ratification

- a. This constitution shall be established by a vote of three-fourths (3/4) majority of the membership of the organization.