

Hmong Student Association of Colorado (HSAC) Bylaws and Constitution

Article I: Name of Organization

Section 1: The name of this organization shall be Hmong Student Association of Colorado (HSAC).

Article II: Purpose of Organization

Section 1: Hmong Student Association of Colorado (HSAC) is geared towards educating the public about the Hmong community in Colorado. HSAC promotes an understanding, as well as respect, between Hmong parents and youth relationships, primarily through educational events and community services.

Article III: Qualification for Membership

Section 1: Must have an interest in the Hmong Culture and be currently enrolled at a higher educational institution.

Section 2: Non-Discrimination Clause

A. *“Discrimination on the basis of race, gender, creed, color, national origin, age, disability, or sexual orientation, by any individual or unit of this organization is prohibited. A cause of action is created under this article for any individual who feels that he/she has been discriminated against in violation of this section.”*

Article IV: Structure of Organization

Section 1: Officers

- A. President
- B. Vice-President
- C. Treasurer
- D. Secretary
- E. Public Relations
- F. Webmaster
- G. Members

Section 2: Term of Office

- A. Term of office shall be for a period of one full school year, starting in the Fall semester until the end of Spring semester.

Section 3: Officer Qualifications and Duties

- A. President
 - a. Qualifications
 - i. Must have basic knowledge of the Hmong Culture.
 - ii. Have at least one full year of experience with HSAC.
 - iii. Participate in the Hmong community and/or campus community.
 - iv. Must demonstrate leadership skills.

- b. Duties
 - i. Delegate responsibilities to members.
 - ii. Have authority to decision making and signatures on HSAC documents.
 - iii. Maintain, promote, and execute the goals and vision of HSAC.
 - iv. Conduct the meetings and help the secretary prepare meeting agendas.
 - v. Oversee HSAC activities and follow up on events, officers, and members.
- B. Vice President
 - a. Qualifications
 - i. Must have basic knowledge of the Hmong Culture.
 - ii. Have at least one full year of experience with HSAC.
 - iii. Participate in the Hmong community and/or campus community.
 - iv. Must demonstrate leadership skills
 - b. Duties
 - i. Assume the duties of the President in their absence.
 - ii. Assist in problem solving and decision making with the President.
 - iii. Under certain circumstances, if President cannot perform their duties, Vice President must resume the Presidential position
- C. Treasurer
 - a. Qualifications
 - i. Must have basic knowledge of MS Office.
 - ii. Prior experience in working with organization finances.
 - iii. Knowledge of basic math skills.
 - iv. Trustworthy and Reliable.
 - v. Basic knowledge of banking.
 - b. Duties
 - i. Maintain and keep accurate records of HSAC spending and funds.
 - ii. Responsible for applying for funding proposals.
 - iii. Shall be a signer on financial accounts.
 - iv. Responsible for member reimbursements.
 - v. Be able to report financial statement when requested by HSAC.
- D. Secretary
 - a. Qualifications
 - i. Must have basic knowledge of MS Office.
 - ii. Must be organized and have a flexible schedule.
 - iii. Prior experience in note taking.
 - b. Duties
 - i. Record information discussed at all meetings.
 - ii. Send minutes to HSAC within 3 days after the meeting.
 - iii. Work closely with the President on the agenda and send it out 3 days prior to the meeting date.
 - iv. Recap previous minutes at the beginning of each meeting.
 - v. Take attendance and keep record of all members' activities with HSAC.
 - vi. Ensure that all members are informed of all activities and discussions.
 - vii. Communicate with the Webmaster to post minutes online.

E. Public Relations

a. Qualifications

- i. Knowledge of MS Office, Adobe Photoshop and/or similar programs.
- ii. Have good communication and networking skills.
- iii. Understand how media devices operate.

b. Duties

- i. Responsible for producing flyers/announcements in promoting HSAC events.
- ii. Should form their own committees when necessary.
- iii. Act as representative and as contact person for HSAC events.
- iv. Work with the webmaster in promoting HSAC events on website.

F. Webmasters

a. Qualifications

- i. Knowledge of MS Office, Adobe Photoshop or similar programs
- ii. Knowledge of HTML and webpage designs

b. Duties

- i. Keep website updated
- ii. Have access to all HSAC photos and videos
- iii. Post minutes, events, and announcements on webpage

G. Members

a. Qualifications

- i. Must have an interest in the Hmong Culture.
- ii. Be currently enrolled at a higher educational institution.

b. Duties

- i. Attend at least one meeting per month, but if possible, attend all meetings so they do not miss out on what is discussed or proposed. Plan ahead of time, as each meeting will be notified at least two weeks in advance.
- ii. Must participate in at least one major event each semester.
- iii. Project ideas and opinions during meetings and discussions.
- iv. Must inform an officer if unable to attend a meeting and/or event.
- v. Should be educated about the club and its history.
- vi. Know past and future events to better represent HSAC.

c. Vacancy

- i. Under certain circumstances, if any officer cannot perform their duties, members may be nominated and elected to fill the position in a special election.

Article V: Faculty Advisor

Section 1: Role of the Advisor

- A. Support and provide guidance to the organization's goals.
- B. Inform the organization of any policy or rule changes.

Section 2: Qualifications

- A. Interest in Hmong culture.
- B. Have interest in working with students of different ethnic origins.
- C. Have knowledge of student organizations on campus.

Section 3: General Duties

- A. Respond and give suggestions through emails/meetings.
- B. Attend/participate in organization meetings upon availability.
- C. Attend organization events on campus and outside of campus.

Article VI: Elections

Section 1: Election of Officers

- A. Nomination process
 - a. Any member can be nominated as long as they fit the qualifications of the role they are being nominated for.
 - b. The nominee should also have second nominator.
 - c. Nominee may decline position being nominated for.
 - d. Nominee must make a speech at the time of Election.
- B. Elections shall be held
 - a. From summer of that year to the following Election Date.
- C. Voting Process
 - a. Votes will be based on a majority vote.
 - b. Based on visual voting.

Article VII: Meetings

Section 1: Regular Meetings

- A. Should be established in the fall year, based on all members' availability for meeting times.
- B. Should be held bi-weekly.

Section 2: Special Meetings

- A. Will occur based on what is needed.
- B. Will be called upon by the President or the member requesting for the meeting.

Section 3: Quorum

- A. At least four members must be present, in addition to the officers, for meetings to take place.

Section 4: Robert's Rules of Order

- A. Refer to Robert's Rules of Order

Article VIII: Finances

Section 1: Dues

- A. Our organization is free of charge and open to all those who express interest in the Hmong community.

Section 2: Disbursal of funding to members in an event that everyone cannot be funded

- A. Old Members
 - a. Upon activates requiring funds from members, HSAC members who have been active since beginning of fall semester to spring semester, will be fully funded by HSAC.

- i. To be considered an active member, you must attend 80% of all meetings and events, based on attendance records.
- ii. In the event of when you cannot make it to a meeting, if you read the minutes and voice your opinion for that meeting, whether through email or letting an officer know, your name will be added to the attendance record for that meeting.

B. New Members

- a. Upon activates requiring funds from new members, HSAC will cover 50% of the costs.
 - i. The consideration of being a new member will be based upon the date the new member joined HSAC.
 - ii. Upon any other circumstance, new members can still be fully funded base on the amount of effect they put towards HSAC since becoming a new member.

Section 3: Fundraisers

- A. Krispy Kreme Donuts
- B. Make and sell calendars
- C. Car Wash
- D. Host an event
- E. Online Magazine Fundraiser

Article X: Disbursal of assets

Section 1: If HSAC should cease to exist, all assets of HSAC will be donated to Hmong American Association of Colorado (HMAAC) for community use and purposes.

Article XI: Amendments

Section 1: Procedure for amending the constitution.

- A. Two or more members must express concern with the constitution in order to make changes.
- B. All officers must be present.
- C. At least four members must be present, in addition to the officers, for voting to take place.
- D. Based on the majority of votes, changes are permitted.