



# **Constitution of the Hmong Student Association**

## **Article I: Name and Purpose**

**Section 1:** The name of this organization shall be the Hmong Student Association (HSA) of UW-Eau Claire

**Section 2:** The establishment of HSA is to serve the following purposes:

- a. To play an active role in providing social and mutual support for all members of the association;
- b. To promote and enhance leadership skills of Hmong students in higher education;
- c. To assist UW-Eau Claire in increasing its numbers in enrollment and graduation of Hmong students;
- d. To advocate for the inclusion of a Hmong-related curriculum at UW-Eau Claire;
- e. To promote awareness of the Hmong culture within HSA, the campus and throughout the community;
- f. To network with other students and similar associations at other colleges and universities.

**Section 3:** Hmong Student Association will be responsible for the observance of the rules and regulations established by the University of Wisconsin – Eau Claire.

**Section 4:** Be organized on a not-for-profit basis, as demonstrated by evidence that the organization uses any income or profit for organizational purposes, not for any individual or commercial gain.

## **Article II: Membership**

**Section 1:** This association is open to any UW-Eau Claire students, faculty and staff members as well as Chippewa Valley Technical College students.

- a. Membership fees will be the following:
  - i. \$10.00 per academic year.
  - ii. \$8.00 per semester.
  - iii. \$5.00 for Fall graduates and Spring semester transfers.

Note:

- a. \$5.00 per event for inactive members and non-members.
  - b. In case of unforeseen events, membership fees will be discussed between the executive board and advisors.
- b. Members must maintain status by being active. Active members shall have the following rights, requirements, and privileges:
- i. The right to attend all social functions and general and emergency meetings of the association;
  - ii. The privilege of voting in all elections held by the membership of the HSA;
  - iii. The expectation of taking active part in all functions of the HSA; and
  - iv. Payment of a membership fee.
- c. All active members are to attend all association meetings (general, special, and committee). Members will be allowed no more than two (2) unexcused absences and two (2) excused absences per semester. Exceeding these limits will result in the member going “inactive”. Excuses for absences are to be submitted to the President or Co-Presidents of the Executive Board and the secretary of the association.
- i. In the case of a situation where the Executive Board does not want to lose 75% or more of its active members due to too many absences, a different procedure can be used to determine the number of active members.
  - ii. The new procedure is as followed:
    - 1. The total amount of absences will be averaged. This number will be used as a borderline and be called “borderline number”. Those members whose number of absences exceeds the borderline number will be considered an “inactive” member.
    - 2. For the HSA members whose total number of absences exceeds the borderline number by only 2 or less, their “inactive” status can be overruled by the Executive Board if they have an active participation in HSA ’s main events during the current year. Any other objects can be presented to the Executive Board for further consideration.
  - iii. Should this procedure be used to determine active members, so they can run for Executive Board positions during elections, the same requirements still apply to each position except for the President or Co-Presidents. The requirements for the President or Co-Presidents still overrule this procedure if the member is not an “active” member for 2 full consecutive semesters at the time of elections before the new procedure is used. (e.g. Spring semester 2018. Fall semester 2018, then you are eligible to run for President or Co-President for Spring semester 2019.)
  - iv. Failure to follow these procedures shall result in a reclassification of the member as inactive by a 2/3 vote during the association’s second general meeting in January. All inactive members are ineligible to receive any of the rights and privileges of an active member. In the event that a person, having been classified as inactive, desires to be restored to active membership, that person may do so by filing a written notice of intent with the Executive Board

of the association at any time. An inactive member seeking active status shall be expected to demonstrate and provide evidence that he/she/they has met the requirements for being active, which he/she/they failed to do in the prior semester.

d. Definitions:

- i. Unexcused absence: No reason or contact whatsoever prior to the absence. Regularly scheduled classes and work commitments also require prior notification of absence.
- ii. Excused absence: Prior notification is provided for the absence. Reason for excused absences can include family emergencies, extracurricular activities approved by the University, and any other excuse made prior to the meeting deemed reasonable by the Executive Board.

e. Executive Board Officers are exempt from membership fees.

**Section 2:** Consistent with all applicable federal and state laws and university policies, this organization and its subordinate bodies, officers and members shall extend membership and all membership privileges, including voting and eligibility to hold office, to all students without regard to age, ethnicity, gender (except as otherwise permitted by Title IX of the Education Amendments of 1972), disability, color, national origin or ancestry, religion, sexual orientation or expression, veteran status, or parental or marital status.

(Per Regent Policy 30-6 – Student organizations that select their members or officers on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership, officer positions, or participation in the organization to students who affirm that they support the organization’s goals and agree with its beliefs, so long as no student is excluded from membership, officer positions, or participation on the basis of his or her race, color, creed other than commitment to the beliefs of the organization, religion, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status, or, unless exempt under Title IX, sex.)

Furthermore, this organization and its subordinate bodies, officers, and members shall not discriminate for or against any person by reason of or physical/mental exceptionality.

**Section 3:** The primary control of the HSA rests with the student members

**Section 4:** Our organization will not use funds collected from membership dues, fees, or fundraising efforts to purchase alcohol, nor may the purchase of alcoholic beverages for members or guests be undertaken or coordinated by any member in the name of or behalf of the organization. In addition, the same funds may not be used to purchase promotional materials for unofficial events that can only be attended by those of legal drinking age.

**Section 5:** HSA must hold all official meetings and official events requiring attendance in facilities and establishments that allow entry to persons of any age.

**Section 6:** HSA will maintain a minimum of four members at any given time.

**Section 7:** Ninety percent (90%) of HSA membership, at any given time, must be enrolled as students at the University of Wisconsin - Eau Claire.

**Section 8:** Unless stated otherwise for extraordinary business, all ordinary business will require a simple majority of votes to pass.

**Section 9:** Chippewa Valley Technical College (CVTC) HSA members cannot run for any executive board positions.

### **Article III: Officers**

**Section 1:** The officers of this association shall consist of the: President, Vice-President, (or two Co-Presidents instead of a President and Vice President) Secretary, Treasurer, Public Relations, Historian, Social Coordinator, and Advocacy Chair.

#### **Section 2: Executive Board**

The Executive Board of the Hmong Student Association shall consist of the President, Vice-President, (or two Co-Presidents instead of a President and Vice President), Secretary, Treasurer, Historian, Social Coordinator, Public Relations, and Advocacy Chair. They shall serve in such a capacity during their term as officers of HSA.

#### **Section 3: Terms of Office**

Terms for all officers are one year. All leadership positions in the organization must be held by students enrolled at UW-Eau Claire for at least half-time. No one officer shall hold more than one position at the same time. If an executive officer wishes to resign, his/her/their resignation must be made two weeks in advance. When an officer's position is vacant, the Executive Board shall hold a special election meeting to fill that position.

#### **Section 4: Elections**

Election procedures will be fair (reasonable and unbiased) and democratic (inclusive of all members and self-governed) in nature. Each semester, the Secretary of the HSA shall compile an official list of the active members. All members of the HSA are eligible to run for an executive or officer position provided they meet the following requirements:

- a. Are currently enrolled at UW-Eau Claire and is an active member of HSA for at least one semester prior to the election (e.g., if elections are held spring 2020, then the candidate must be active fall 2019).

- b. Are self-nominated or are nominated by other members for any of the positions and must be “second” by at least one active member.
- c. Run for office as a team in the case of the President and Vice-President or Co-Presidents.
- d. In the case of the President or Co-Presidents, the HSA member must be an active member for at least 2 consecutive semesters prior to the election.

Elections shall be held no later than April for Executive Board officials of the subsequent academic year. Newly elected Executive Board members will shadow the current board for at least the last two weeks of the Spring semester and will be recognized as the current Executive Board at the end of the Spring semester.

### **Section 5: Special Elections**

In the event that a vacancy shall occur in the office of the President or Co-President, the Vice-President or other Co-President will assume the duties of President and a special election will be held for the office of Vice-President or Co-President by the remainder of the Executive Board. The new President shall choose a new Vice-President or Co-President with majority approval of the members to fill the vacated office. If the Vice-President does not want to be the President, then the vacancy shall be filled by an election. The Vice-President retains his/her/their position. If a vacancy occurs in any of the other positions, a special election shall be held with majority approval of the members in order to fill the position. Any active member meeting the qualifications for an office is eligible for election.

### **Section 6: Removal from Office**

- a. Grounds for Impeachment and Removal. When the active members feel that an executive officer has undertaken an action detrimental to the image of the association, has acted consistently in violation of the HSA Constitution and bylaws, or has not lived up to the duties entrusted to him/her/them, the impeachment process may begin.
- b. Procedure. The executive officer shall be impeached by a majority vote of the active members. While impeached, the executive officer shall continue to serve his/her/their position. The President or Co-Presidents shall preside at the impeachment and removal proceedings, except when the action concerns the President or Co-President(s); then the Secretary shall preside. The impeached executive officer shall be given a chance to answer to the charges in a general meeting. Then the vote on the removal from office shall be taken. The impeached executive officer shall be removed by two-thirds (2/3) vote of the active members and the vacancy shall be filled as prescribed by the Constitution. Should less than two-thirds (2/3) of the active members vote in favor of removing the impeached executive officer, this shall end the process and the executive officer may go on serving his/her/their term.

### **Section 7: Voting Procedures**

- a. The voting procedures for the elected position will be decided on by the Executive Board.
- b. Nomination is made before the set deadline.
- c. All candidates shall prepare and deliver speeches of intention (goals and reasons he/she/they wants to run for a position). Members of the association shall ask candidates questions regarding their speeches.
- d. All voting will be done by secret ballot.
- e. A majority vote of active members is needed to elect all Executive Board members.
- f. The votes will be tallied by the HSA advisors.

## **Section 8: General / Regular Meetings**

- a. Meetings shall be determined and announced by the Executive Board, headed by the President, prior to the first general meeting of each semester. General meetings shall be twice a month. All meetings and events will require the attendance of all members of the association.
- b. The association may hold special meetings as deemed necessary by the Executive Board. The agenda and announcement must be mailed two (2) days in advance to all HSA members prior to the meeting date.
- c. The governing authority at all HSA meetings concerning all matters shall be according to parliamentary procedures as defined in Robert's Rules of Order Newly Revised.

**Section 9:** A quorum shall exist when over 50% of the association electors (active members) are present and shall be necessary at all meetings to conduct business.

## **Article IV: Advisor**

**Section 1:** The advisor must be a current UW-Eau Claire faculty, academic, classified, or administrative staff member. The advisor shall be appointed by the organization.

**Section 2:** The responsibilities of the advisor are

- a. To assist the organization to function in accordance with its constitutional objectives, and to provide advice and counsel.
- b. To assist in the development of leadership skills among members.
- c. To give counsel on financial matters relating to the organization.
- d. To know the specifics of the association's Constitution and bylaws.

**Section 3:** The responsibilities of the organization to the advisor are:

- a. To seek the advice and counsel of the advisor.
- b. To inform the advisor of the organization's plans and activities.
- c. To keep the advisor informed of the financial status of the organization.

- d. To look upon the advisor as a person who is interested in helping the organization to function effectively and achieve its objectives.

### **Article V: Amendments**

Any section of the Constitution may be amended by a two-thirds (2/3) vote of HSA members. Voting for the amendment(s) may be held at any regular or special meeting. The amendment to be voted upon must be submitted in writing to the association at least ten (10) days prior to the voting and/or read by the Secretary at the previous meeting.

### **Article VI: Responsibilities to the University**

**Section 1:** All amendments will be submitted to the Student Organizations Commission of the University of Wisconsin – Eau Claire Student Senate for approval before taking effect.

**Section 2:** HSA will update its Blugold Connect profile (constitution form, officer info, advisor consent form, and membership roster) annually by October 15th.

## **Bylaws**

### **Article I: Duties of the Executive Board**

#### **Section 1: The Executive Board shall:**

- a. Understand and adhere to the Constitution and bylaws of the association;
- b. Lead member discussions to prioritize specific goals for the association for that academic year, according to the purpose in the Constitution (Section 2, Article 1);
- c. Establish and execute policy governing the membership of the association;
- d. Prepare the official agenda for all of HSA's functions;
- e. Have the authority to act on behalf of the association on matters demanding immediate attention;
- f. Manage the association's finances and appropriate funds as necessary;
- g. Deliver judgment on any dispute arising under the bylaws of the association;
- h. Have the right to hold a general assembly where HSA members may vote for the retention or recall of an elected official. (It shall require a 2/3 vote of the members present to remove an official);
- i. Execute all other power granted to the Executive Board in the bylaws and execute all other powers which are necessary and proper toward the execution of the foregoing powers;
- j. Oversee the activities of all the committees; and
- k. Know the specifics of the HSA Constitution and bylaws.
- l. The organizations' annual renewal requests, new organization requests, funding requests, and name change requests will be submitted by a current student member of the organization.

## **Section 2: Executive Board Meetings**

The Executive Board shall meet at regularly scheduled meetings no less than twice per month when classes are in session, or at a special meeting upon the call of the President, issued at least two (2) days in advance of the meetings upon consent of the Board.

## **Article II: Duties of the Officers**

### **Section 1: The President shall:**

- a. Preside over all general and Executive Board meetings;
- b. Prepare an agenda for all Executive Board meetings;
- c. Know the specifics of the HSA Constitution and bylaws;
- d. Follow the general parliamentary procedure in conduct in all meetings; and
- e. Oversee all of the association's functions in the capacity of representative, leader, supervisor, and participants.

### **Section 2: The Vice-President shall:**

- a. Perform the duties of the President in his/her/their absence;
- b. Preside at meetings when the President is unable to attend or unable to perform his/her/their duties;
- c. Delegate authority and responsibility to committee chairs; and
- d. Act as an advisor to all committees.

### **Section 3: The Co-Presidents shall:**

- a. Divide between themselves the duties listed above for the President and Vice President in a mutually agreed upon manner.

### **Section 4: The Secretary shall:**

- a. Keep accurate minutes and attendance records for all meetings of the Executive Board and the general/special meetings of the Hmong Student Association;
- b. Keep members informed of all association meetings and events;
- c. Maintain a current membership database and directory; and
- d. Assist the President in writing and distributing correspondence.

### **Section 5: The Treasurer shall:**

- a. Keep accurate financial records of the association;
- b. Be responsible for collecting dues and other funds and keeping them
- c. Pay all the association's bills, in the name of the Hmong Student Association. Expenditures must be approved by the Executive Board;



- d. Develop a fundraising plan and financial budget that includes all anticipated revenues and expenditures for the association; and
- e. Work along with the finance/fundraising committee to create and implement all fundraising activities.

**Section 6: The Public Relations Coordinator shall:**

- a. Be responsible for publicizing and promoting the ideas and/or goals of HSA to others;
- b. Report any relevant public news or information to HSA members, have a high awareness of local issues in order to inform members, and respond appropriately to issues; and
- c. Assist in recruiting new members.

**Section 7: The Social Coordinator shall:**

- a. Be responsible for developing all social activities as stated in the association's Constitution (Article I, Section 2, Subsection A);
- b. Be present at all social activities;
- c. Serve as chairperson for the social committee;
- d. Prepare updates on social activities and report to the members during the association's general meeting; and
- e. Appoint members to assist in committees relating to social activities.

**Section 8: The Historian shall:**

- a. Create and maintain records of social activities and/or events; and
- b. Put together a binder or portfolio that contains all printed materials, correspondence, plans, programs and activities of the association. At the end of the academic year, this binder shall be passed on to the new Historian of the association for reference.

**Section 9: The Advocacy Chair shall:**

- a. Serve as a chairperson for the Advocacy Committee;
- b. Be responsible for implementing and delegating duties to carry out Advocacy events;
- c. Represent and advocate for members regarding equity, diversity, inclusion, and welfare;
- d. Promote and assist in facilitating initiatives of Equity, Diversity, and Inclusion matters;

**Article III: Standing Committees**

The President or Co-Presidents shall appoint all chairs of standing committees as needed, with the approval of the Executive Board. Prior to the appointment, the chairperson(s) must have been with the association for at least a semester of active membership.

**Section 1:** The Social Coordinator will be appointed as chair of the Social Event Committee, the Public Relations Coordinator as chair of the Services Committee, the Secretary as chair of the Publications Committee, and the Treasurer as chair of the Finance and Fundraising Committee.

**Section 2:** Each HSA member must sign up for a minimum of one committee (and no more than three committees).

**Section 3:** These committees will solicit a mixture of upper-class students and lower-class students as well as off- and on-campus students. The committee will elect its own chairperson to lead the committee meetings.

**Section 4:** Individual committee meetings will take place as needed, to be determined by each committee.

**Section 5:** All committee chairs report to the general association meeting, as requested.

**Section 6: The committees are:**

- a. Social Events. Plan social activities for members of the association to meet the purpose of the association as stated in the HSA Constitution (Article 1, Section 2, Subsection A).
- b. Finance and Fundraising. This committee will develop a financial plan for HSA, including fundraising and budgets.
- c. Public Relations and Publications. Initiate and maintain relationships with community and universities, membership recruitment and orientation, spokespersons for the organization.
- d. Service Learning. Increase awareness of Hmong culture, experiences, educational needs and community service.
- e. Historian Committee. Create and maintain HSA website and storage drive, and document memberships and events through photographs, videos, and written documents.
- f. Hmong Language Table. Plan and implement Hmong Language Table events.
- g. Executive Board. President, Vice-President, (or Co-Presidents), Secretary, Treasurer, Public Relations, Social Coordinator, Historian, and Hmong Language Table Chair.

#### **Article IV: Financial Procedures**

**Section 1:** This organization will establish a financial account. This account will be established at the entity of our choosing.

**Section 2:** The President (or Co-Presidents) and Treasurer will be the authorized officials overseeing the account.

**Section 3:** The Treasurer must have reports on the organization's financial status after each event

Written and Drafted in 1988 by: Youa Vang

Revised and Amended in 1996-97 by the Lee and Vang Administration

Revised and Amended in 1998-99 by the Xiong and Vang Administration

Revised and Amended in 2003-04 by the Lee and Lee Administration – Yang, Yang and Lee.

Revised and Amended in 2008-09 by the Seng Yeng Vang and Pa Houa Xiong Administration.

- Revised Constitution and bylaws approved by voice vote on March 12, 2009.

Revised and Amended in 2011-2012 by the Xeeeye Kha and Meng Vang Administration.

- Revised Constitution and bylaws approved by ballot vote on April 19, 2011.

Revised and Amended in 2012-2013 by the Choua Xiong and Bao Kou Moua Administration.

- Revised Constitution and bylaws approved by voice vote on April 25, 2013.

Revised and Amended in 2013-2014 by the Meng Vang and Tchai Veu Administration

- Revised Constitution and bylaws approved by voice vote on April 10, 2014.

Revised and Amended in 2014-2015 by the Tou Za Xiong and Damon Lee Administration

- Revised Constitution and bylaws approved by voice vote on January 29, 2015.

Revised and Amended in 2016-2017 by the Vajfue Lee and Jackson Yang Administration

- Revised Constitution and bylaws approved by voice vote on September 14, 2016.

Revised and Amended in 2017-2018 by the Dua Ci Khang and Kristin Yang Administration

- Revised Constitution and bylaws approved by voice vote on October 19, 2017.

Revised and Amended in 2018-2019 by the Nkauj Naag Lis and Chaly Vang Administration

- Revised Constitution and bylaws approved by voice vote on October 4, 2018.

Revised and Amended in 2019-2020 by the Bryan Moua and Chelsea Vue Administration

- Revised Constitution and bylaws November 22, 2019.

Revised and Amended in 2020-2021 by the Tou Ger Lor and Yee Leng Thao Administration

- Revised Constitution and bylaws approved by voice vote on October 15, 2020.