

2024 2025 BURSA (Burmese Students Association) at UC SAN DIEGO CONSTITUTION

ARTICLE I. NAME OF STUDENT ORGANIZATION

- 1. The organization shall be called the Burmese Student Association at UC San Diego.**
- 2. For all correspondence within the University of California, San Diego, the organization will be known as the Burmese Students' Association.**
- 3. For all correspondence outside the University of California, San Diego the organization will be referred by its official name.**
- 4. The organization will use the acronym, BURSA, to represent themselves in all publicity materials and correspondence, within the university.**
- 5. For all outside publicity and correspondence, they will use the acronym BURSA at UC San Diego.**

ARTICLE II. STATEMENT OF PURPOSE

- 1. The purposes of this organization is to:**
 - a. Assist new incoming UC San Diego students from Myanmar (Burma) in the transition to a new environment**
 - b. Foster a sense of community between students from Myanmar**
 - c. Foster and encourage interaction between members**
 - d. Raise awareness of Myanmar and its culture among the general student population**
 - e. Create a fun atmosphere within the club**
 - f. Help non Burmese members of the club learn more about the Myanmar culture and its traditio**

ARTICLE III. NONPROFIT STATEMENT

BURSA(Burmese Students Association) at UC San Diego is a non-profit student organization.

- 1. Burmese Student Association at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.**
- 2. Burmese Student Association at UC San Diego understands that the University does not assume legal liability for the actions of the organization**

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP

Section A: MEMBERSHIP REQUIREMENTS

- 1. Membership in the organization is open to all. Membership decisions will not discriminate on the basis of age, race, religion or creed, national origin, ethnicity, gender, disability, or sexual orientation.**
- 2. Persons who wish to become members must fill up the**

membership application form and have it acknowledged by an Executive Board member.

Section B: RIGHTS

1. All members are eligible to attend all meetings and events of this organization 2. All members are also eligible to attend executive board meetings to voice their opinions or suggestions
3. Members are eligible for voting rights, subsidiaries, sponsorships, and other benefits provided by the organization.
4. Participants, who are not members, are welcome in the organization's activities and meetings. However, they do not qualify for any voting rights, subsidiaries, sponsorships, and other benefits provided by the organization.
5. If a fee is charged to attend a particular event, the Executive Board will establish a fee scale for paying members and non-paying members as appropriate.

Section C: WITHDRAWAL OF MEMBERSHIP

1. Members may have their membership withdrawn for failure to adhere to the requirements for membership as stated above.
2. A simple majority vote of the quorum of membership at a regular or special meeting shall be sufficient to withdraw membership.
3. Members to be voted upon in this regard will be notified of the intention to do so in writing at least one week prior to the meeting at which the vote will be taken.

ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS

Section A: EXECUTIVE BOARD MEETINGS

1. Executive Board meetings will be held on a regular basis once a week. A regular meeting should not go beyond two hours.
2. All Executive Board members are required to attend Executive Board meetings. 3. Non-Board members are allowed to attend these meetings only if they notify the VP of Internal Affairs in advance.

Section B: SPECIAL MEETINGS

1. The President and any other Executive Board member can call for a special meeting if there is a need to.

ARTICLE VI. QUALIFICATIONS FOR HOLDING OFFICE AND METHODS OF SELECTING AND REPLACING OFFICERS*

Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote in elections for the selection of the organization's officers.

Section A: REQUIREMENTS FOR RUNNING AND HOLDING OFFICE

1. All officers and candidates for office must be currently enrolled full-time UC San Diego students. This means that candidates must be able to complete their one-year term of office

as a full-time UC San Diego student. a. For Undergraduate students, this states that they must be currently enrolled in at least 12 units per semester.

b. For Graduate students, this states that they must be currently enrolled in at least 8 units per semester. If the Graduate student (or PhD student) is attempting a dissertation, he must have clearance either by his department or the Office of International Services that he is a full-time student.

2. All officers must be current voting members of the BSA.

Section B: EXECUTIVE BOARD DUTIES AND RESPONSIBILITIES

President

1. The President, on behalf of the members, will act as the heads of the organization.

2. The President will chair all meetings of the Burmese Student Association and will call special meetings as required.

3. In cases where a decision is immediately required but a meeting cannot be scheduled, the President will make decisions for the best interests of the Burmese Student Association. 5. The President must consult members and gain a consensus with regards to holding events, or issues requiring membership opinions.

6. The President shall create and maintain good relationships with outside organizations, sponsors, vendors, and alumni, to the best of his/her ability.

7. The President is responsible to the members of the Burmese Student Association and the Burmese Student Association Advisor.

Vice-President

1. The VP is responsible for all membership applications, membership registrations, and the updating of the membership database

2. The VP, on behalf of the members, will act as the vice-head of the organization.

3. In cases when a decision is immediately required but a meeting cannot be scheduled, and in the absence of the co-presidents, the VP will make the decision for the best interests of the Burmese Student Association.

5. The VP is in charge of updating and maintaining the Burmese Student Association website

6. The VP is responsible for organizing Burmese Student Association in-house get-togethers (ie: dinners, movie nights, etc.) to strengthen the bond within the club

VP of External Affairs

1. The Vice-President of External Affairs will act as an intermediate between UC San Diego Burmese Student Association and other Southern Californian Burmese Student Association.

2. The VP of External Affairs will be in charge of reaching out to other student organizations within UC San Diego.

3. The VP of External Affairs will coordinate and be in charge of publicizing Burmese Student Association events such as but not limited to:

a. Fundraisers

b. Social Mixers

c. Cultural Events

VP of Internal Affairs

1. The Vice-President of Internal Affairs is responsible for all administrative and logistical matters, including the scheduling of venues for events, tables, chairs, and other supporting logistics.

3. The VP of Internal Affairs shall assist in the work of the executive board in any way possible. 4. The VP of Internal Affairs is in charge of communications within the group such as but not limited to: a. Send out weekly email updates such as, but not limited to:

- i. Meeting updates**
- ii. Upcoming events**
- iii. Commendation emails**

VP of Finance

- 1. The Vice-President of Finance shall be responsible for the finances of the Burmese Student Association, including collection of membership dues (if any), handling of any sponsorship and grants, and maintaining records and reporting on the financial transaction of the Burmese Student Association.**
- 2. The VP of Finance shall also be responsible for seeking outside sponsorship and subsidies for Burmese Student Association.**
- 3. The VP of Finance shall assist in the work of the executive board in any way possible.**
- 4. The VP of Finance is also responsible for creating financial statements.**

VP of Event Coordinator

- 1. The Vice-President of Event Coordinator shall be responsible for developing partnerships with community organizations, schools, and other groups to promote the organization's programs and events.**
- 2. The VP of Event Coordinator shall be responsible for planning and executing events that showcase the organization's cultural offerings and engage the community.**
- 3. The VP of Event Coordinator shall be responsible for speaking at public events and giving presentations to promote the organization's mission and programs.**
- 4. The VP of Event Coordinator shall be responsible for measuring the effectiveness of VP of Event Coordinator efforts and reporting results to organizational leadership and stakeholders.**

VP of Software Developer

- 1. The Vice-President of Software Development shall oversee all software development projects within the organization, ensuring that they are completed on time and within budget.**
- 2. The VP of Software Development shall lead a team of developers, assigning tasks, setting project goals, and ensuring the quality of code and software products.**
- 3. The VP of Software Development shall collaborate with other departments to understand their software needs and provide technical solutions.**
- 4. The VP of Software Development shall ensure that software projects align with the organization's strategic goals and objectives.**

VP of Operation

- 1. The Vice-President of Operations shall oversee the day-to-day operational activities of the organization, ensuring smooth functioning and efficient processes.**
- 2. The VP of Operation shall be responsible for managing and optimizing internal processes, such as workflow, resource allocation, and project management.**
- 3. The VP of Operations shall be responsible for disaster recovery and organization continuity planning.**
- 4. The VP of Operation shall collaborate with the VP of Finance to develop and manage the operational budget.**

VP of Membership Chair

- 1. The Vice-President of Membership Chair shall be responsible for recruiting new members to the organization and retaining existing ones.**
- 2. They will create and implement membership recruitment strategies and campaigns to increase the organization's member base.**
- 3. The VP of Membership Chair shall maintain a database of members, including contact information and membership status.**
- 4. The VP of Membership Chair shall communicate regularly with members, providing updates on upcoming events, benefits of membership, and opportunities for involvement.**
- 5. The VP of External Affairs is in charge of updating information and events on social media such as, but not limited to:**
 - a. Facebook**
 - b. Email**
 - c. Instagram**

Section C: NOMINATIONS AND ELECTIONS

- 1. Nominations and elections for all offices will be held during the Annual Board Meeting 5 for the fall quarter each year.**

2. To be eligible for running the elections, candidates are to submit their “Notice of Intention” to run for the elections to the Burmese Student Association before the election date. This must also include the position that the candidate is running for.
3. Any member, who so wishes to run for elections on the day itself, and have not issued a Notice of Intent, will be allowed to do so at the start of the elections. He/she will be required to notify the elections of their Intent to run.
4. Any member running for elections are allowed to run for a maximum of two positions.
5. In cases where there is only one person running for a position, he/she will be given that position.

Section D: HAND-OVER/TAKE-OVER DUTIES AND RESPONSIBILITIES

1. All e-board members should explain their job scope and responsibilities to the newly elected e-board members two weeks prior to the official start of their term.
2. Sitting President and VP of Finance must hand over all Burmese Student Association related items to the newly elected President and VP of Finance .
 - a. In terms of Burmese Student Association bank accounts, and debit cards etc. Sitting President and VP of Finance must write a document notifying the bank of the change in positions as well as explicitly naming the newly Elected President and VP of Finance as their successors.
 - i. During this process, the sitting President must accompany the newly Elected President and VP of Finance to the bank.

Section E: REMOVAL FROM OFFICE

1. Officers may be removed from office for failure to perform duties or for violation of membership clauses.
2. Officer to be voted on this regard will be notified of the intention to do so in writing at least one week prior to the meeting at which the vote will be taken.
3. A majority of quorum present at a regularly scheduled meeting shall be sufficient for removal from office.
4. If an Officer should decide to resign from his/her position, he/she would have to inform the rest of the Executive Board. The final decision to release the Officer from his/her position would depend on the Executive Board.

Section F: Current Officers

As for this 2024 - 2025 school year, Hikari Kyi will serve as the President, Sheema Muller will serve as the Vice-President, Kacey Zayar will serve as VP of Internal Affair, Nyan Aung will serve as VP of Finance, Sithu Soe will serve as VP of Software Developer, Angelina Yee will serve as VP of External Affair, Michelle Myint will serve as VP of Event Coordinator, Alfred Phyo will serve as VP of Operation, Lucas Hlaing will serve as the Treasurer and Ingyin will serve as VP of Membership Chair.

ARTICLE VII. RISK MANAGEMENT

BURSA(Burmese Students Association) at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

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- 1. To mitigate working with minors and elderly risks, the organization could conduct background checks on staff and volunteers, provide training on appropriate conduct and reporting procedures, establish clear policies and protocols for interacting with minors or the elderly, and ensure adequate supervision and monitoring.**
- 2.. To mitigate the medical assistance risks, the organization could adhere to best practices for medical treatment, maintain up-to-date training and certification for staff, maintain proper documentation of patient care, and regularly review and update policies and procedures.**
- 3. To mitigate the international travel risks, the organization could conduct thorough risk assessments prior to travel, provide staff and volunteers with necessary vaccinations and medications, establish clear communication channels and emergency procedures, and have a plan for evacuating staff and clients if necessary.**
- 4. To mitigate handling hazardous chemicals/material/equipment/machinery risks, the organization could provide training on proper handling and disposal procedures, ensure that staff and volunteers have access to appropriate personal protective equipment, regularly inspect and maintain equipment and facilities, and establish clear protocols for responding to emergencies.**