

# **The Constitution of the**

## **Asian and Pacific-Islander Student**

### **Alliance (APSA) at UC San Diego**

## **Mission Statement**

We, the students of UC San Diego, come together to provide a forum to deal with the problems and concerns of UC San Diego Asian and Pacific-Islander (API) students, especially those deemed “underrepresented” by the Student Affirmative Action Committee (SAAC); to try and create an environment where issues such as those political, educational, cultural and social can be addressed; to increase awareness about our API history and heritage within the university and the community; to unite as a community resource to represent a common voice and thereby empower ourselves; and to serve as a support network for building bonds and addressing differences between students. The Asian and Pacific-Islander Student Alliance at UC San Diego is a non-profit organization.

## **Amendments**

05/96 Alex Sario

09/29/96 Executive Officers (Ng, Go, Sario, Gallego)

10/09/96 Executive Officers (Ng, Go, Sario, Gallego)

10/13/96 APSA Fall Retreat 1996

05/30/98 APSA Spring Retreat 1998

10/06/03 Executive Officers (Almazan, Yapyuco, Huynh, Ung)

10/19/06 Executive Officers (Kang, Nguyen, Yang, Yem)

04/14/09 Executive Officers (Yang, Yem, Vilar, Fierro)

04/05/10 Executive Officers (Boudsady, Castaneda)

03/28/11 Executive Officers (Yu, Pak, Do)

03/30/15 APSA Board (Huang, Le, Vo, Chang, Jones, Huynh, Li, Ilano,

10/20/16 Executive Board (Pham, Llanos, Cao, Ma, Esmende)

08/21/18 Executive Board (Kaur, Ngo, Siu, Yu)

09/03/19 Executive Board (Ngo, Nguyen, Trinh, Vo, Wang)

09/15/20 Executive Board (Pham, Dang, Te, Lam)

09/13/21 Executive Board (Duan, Ong, Douglass-Lafer, Nguyen)

08/18/22 Executive Board (Tran, Xie, Gupta)

08/16/23 Executive Board (Tran, Panggat, Hwang)

09/11/24 Executive Board (Paculdo Koenigshofer, Heryadi, Zhu)

## Article I. Name of Student Organization

### Section 1.

The organization shall be called Asian and Pacific-Islander Student Alliance (APSA) at UC San Diego.

## Article II. Statement of Purpose

### Section 1.

We, the students of UC San Diego, come together to provide a forum to deal with the problems and concerns of UC San Diego Asian and Pacific-Islander (API) students, especial y those deemed “underrepresented” by the Student Affirmative Action Committee (SAAC); to try and create an environment where issues such as those political, educational, cultural and social can be addressed; to increase awareness about our API history and heritage within the university and the community; to unite as a community resource to represent a common voice and thereby empower ourselves; and to serve as a support network for building bonds and addressing differences between students. The Asian and Pacific-Islander Student Alliance at UC San Diego is a non-profit organization.

## Article III. Nonprofit Statement

### Section 1.

Asian and Pacific-Islander Student Alliance (APSA) at UC San Diego is a non-profit student organization.

## Article IV. Requirement for membership

### Section 1.

Registered students, faculty, staff, and alumni who are dedicated to upholding the mission of APSA are eligible to join. APSA events are open to all UC San Diego students, staff, faculty, or alumni, and they may participate in the same capacity as APSA members. Events and meetings are also open to anyone outside of the UC San Diego community.

## Article V. Frequency of Organization Meetings

### Section 1. Quorum

Quorum shall be a simple majority (50%+1) of the active board members including the Chair and Vice-Chairs. Quorum is necessary for official decisions made by APSA. This includes but is not limited to: approval of Chair nominations, appointment of new board members, creating new officer positions, logistical matters, supporting resolutions/endorsements, etc. A passing vote must be 2/3 of quorum if the board is voting on a Constitutional amendment.

### Section 2. Officer Meetings

These shall be weekly meetings on a day of the week as decided by the board members. Its purpose is to discuss pertinent issues, to plan upcoming events, to coordinate committees, etc. Officer meetings shall be chaired by the Vice Chair Internal. In the event of her/his absence, another Executive Officer may run the meeting. Any officer can also “guest chair” a board meeting in order to promote leadership development.

### Section 3. General Meetings

These shall at least be bi-weekly meetings to make announcements, presentations, inform and educate APSA members on important issues, and create a safe and friendly space.

### Section 4. Retreats

Retreats shall be scheduled as needed and shall be coordinated by delegated officer(s). Retreats are intended to take care of organizational needs and issues.

### Section 5. Optional Committee Meetings

These shall be called at the discretion of APSA Major event Chairs or APSA board members.

## Article VI. Qualifications for Holding Office and Methods of Selecting and Replacing Officers

### Section 1. Eligibility

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.

In order to run for office, one must be a UC San Diego student and an APSA GBMer (which is defined as attending one APSA GBM/event). No person shall run for two positions simultaneously. 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.

Any UC San Diego student who has attended at least two general body meetings or has assisted with any APSA major events prior to the elections shall be eligible to vote. The APSA roster as stated in the Internal Guidelines shall include such names.

### Section 2. Open Positions for Election

The board members shall deem which positions are open for candidacy for the following year's elections.

### Section 3. Election Procedures

Any person(s) in charge of elections shall not be running for office for the following year. APSA will have two options for conducting elections which is decided by the board:

(1) Executive board members can elect an election officer to oversee logistics and candidate processes. Such person shall reflect characteristics that promote the most unbiased elections; or (2) Executive board members can coordinate elections and candidate procedures. The board shall decide which positions will be filed by election and which will be by appointment with the exception of the Executive Officer positions, which must be elected.

### Section 4. Changing of Board

Elections will take place by the fifth week of Spring Quarter whereby incumbent board members will usher the incoming board members through the rest of the quarter. Duties and responsibilities may be shared by both persons in each office. The board members will officially take office after the Annual APSA Graduation Banquet so that APSA business during summer may be handled by the new board members.

### Section 5. Voting

Candidates shall be elected by a simple majority (50%+1) of ballots excluding abstentions. In any event where a simple majority is not attained (three or more candidates running per position), a runoff election shall take place. Candidates for run-off elections shall be the two highest percentages of votes.

All elections rules and procedures shall extend to run-off elections. Each voting period must

last at least three days.

## Article VII. Risk Management

Asian and Pacific-Islander Student Alliance (APSA) at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

Asian and Pacific-Islander Student Alliance (APSA) at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

### Section 1.

Asian and Pacific-Islander Student Alliance (APSA) at UC San Diego is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via UC Learning <https://uclearning.ucsd.edu>. APSA will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.

## Article VIII. The Executive Leadership

### Section 1.

The Board shall include Executive board members together with APSA event chairs and other necessary board members.

### Section 2.

The Executive board members shall include a core executive team composed of Co-Chairs.

### Section 3.

The Co-Chairs shall share the responsibility of acting as the chief executive officers of APSA. They will also share the duties of the executive team as follows.

General responsibilities:

- Foster an inclusive, student-led community to encourage socio-political awareness and activism as well as a sense of belonging and empowerment within the Asian American and Pacific Islander community at UC San Diego
- Be a role model, friend, listener, helper, motivator for the board, and a

representative and active member of the community

- Work with executive board members to review APSA organization progress, board descriptions, documents, and etc. yearly to make necessary changes or updates if needed, while abiding and reinforcing APSA Constitutional guidelines
- Represent APSA at events, meetings and other activities
- Promote APSA's four aspects (academic, cultural, political, social)
- Plan and lead weekly board meetings
- Direct and advise on APSA projects, events, and goals to ensure strong communication and collaboration within board
- Create quarter-at-a-glances for fall, winter, and spring
- Help ensure recruitment and smooth transition of board members in upcoming academic year

#### External affairs:

- Maintain close communication and awareness of APSA community partners, including attending quarterly/monthly/weekly meetings and supporting efforts: Cross-Cultural Center, Student Promoted Access Center for Education and Service (SPACES), Asian Pacific Islander Middle Eastern Desi American (APIMEDA) Programs, Student Affirmative Action Committee, Generating and Reclaiming our Wisdoms (GROW): A Collection of AAPI Stories at UC San Diego, APSA Alumni, API Alumni Council
- Meetings to attend: SPACES Board of Directors meetings, quarterly APIMEDA Student Leader Mixer, Cross Cultural Center affiliate events
- Suggested: connecting and meeting monthly/quarterly with staff and advisors in respective centers/organizations/groups (many of whom are APSA alum!)
- Ensure affiliate requirements are met, specifically with affiliates like the Cross Cultural Center and APIMEDA Programs and Services
- Serve as a liaison to other groups, organizations, and departments at and beyond UC San Diego
- In the past:
  - Coordinate conference trips (i.e. Stanford Conference, UCI's Asian Pacific American Awareness Conference (APAAC), Asian Pacific American in Higher Education (APAHE) etc.)
  - Make ties with the San Diego community and organizations, especial y APIs ( i.e. SDSU APSA, UCI APSA, USD Asian Student Association (ASA), LMU APSA, San Diego Asian Film Festival, etc.)

#### Internal affairs:

- Manage Google Drive to ensure organization, documentation, and accessibility of files and work
- Build a relationship with board members to make sure members are doing well , including but not limited to organizing quarterly board bonding events and professional development workshops

- Keep track of leaves of absences and resignations

#### Financial affairs:

- Work with Business Office, off-campus banks, and online checking accounts to manage APSA finance accounts
- Submit TAP forms and other financial form
- Create budgets for all APSA events and archive them
- Handle reimbursements, strategize and approve spendings
- Organize fundraising events (i.e. t-shirt sales, stick sales, food fundraisers)
- Research other sources of funding outside of UC San Diego Communications:
- Maintain APSA online platforms - Facebook, Instagram, website, Linktr.ee
- Support in communication via emails, FB messages, IG DM's, and such i.e. checking email frequently, making sure messages are responded to and/or directed to specific board members
- Keep social media and website up to date with events, information, resources, calendar, announcements, pictures, etc.
- To facilitate local outreach into the community in a manner that caters towards our 4 aspects
- Coordinate and execute publicity for APSA meetings and events and when requested to
- Sharing events to Campus Community Centers' e-newsletters, IG outreach, FB sharings to Class Pages
- Must be in frequent contact and communication with board members to ensure events and information are shared on time, widely, and efficiently
- Mainly work on in-person/paper-based/social media tasks such as publicizing for APSA in the form of posters, flyers and/or tabling, etc.

#### Section 7. Executive Board Meetings

The Executive Board Meetings may be called at the discretion of the Executive board members or the current major event chair as necessary to address any urgent issues.

### Article IX. The Internal Guidelines

#### Section 1. Definition

The Internal guidelines shall be executed by any board members and members of APSA.

#### Section 2. Internal Responsibilities and Daily Organizational Operations

- to plan General Body meeting agenda and logistics like the place, time, or possible theme
- to identify the needs and problems of APSA members
- to maintain morale among the board members and members of APSA



- to maintain minutes for every officer meeting or leadership retreat
- to maintain and organize the historical documents of APSA's previous years
- to keep a history by ensuring the continuation of record keeping, pictures, journals, newsletters, etc. for future reference
- to establish a system of communication among board members and between board members and members regarding all meetings and events
- to keep the APSA office utilized for APSA purposes in both a clean and efficient setting · to compile and maintain an APSA roster
- to maintain an APSA master binder at the APSA office containing the member roster, officer's office hours, and current information or sign-up sheets
- to investigate internal APSA disputes, mishaps, conflict, or lack of communication · to make suggestions about future internal affairs improvements
- to initiate a committee whenever necessary
- to coordinate Intramural (IM) sports activities

## Article X. External Guidelines

### Section 1. Definition

The External Guidelines shall be executed by any APSA officer or member.

### Section 2. External Responsibilities

- to open dialogue with other API student organizations, about the broad needs and concerns of API students
- to communicate with Asian faculty and staff to address their concerns as part of the API community at UC San Diego
- to plan community service opportunities for APSA members and inform API students about community events or issues
- to establish networks with other API student organizations outside UC San Diego · to plan inter-collegiate events between APSA and other API organizations · to maintain a contact list of high schools (students), other organizations, community groups, businesses, performers, etc. who contributed to any APSA major event
- to maintain a history of community organizations, faculty/staff, or outside API organizations interactions or meetings
- to address the public view of APSA during SAAC, the Associated Students (AS), the administration, faculty, community, other API organizations or other colleges · to make suggestions about future external affairs improvements
- to attend college-wide conferences around the state and represent APSA · to compile and maintain a current resource list of API organizations to include meeting times, contact persons, or board members at UC San Diego and off-campus

- to collaborate with APSA RISE on off-campus conferences such as the Listen to the Silence Conference and the Asian Pacific American Awareness Conference

## Article XI. Financial Guidelines

### Section 1. Definition

The Financial Guidelines shall be overseen by the VC Finance.

### Section 2. Financial Responsibilities

- to compile a list of events from all board members that require funding
- to determine the funding guidelines for the year's AS/SPACES and to ensure that all funding requests are submitted in a timely manner.
- to submit funding requests for operations budget and use all funds by the end of Spring Quarter.
- to work with relevant board members to request funding from SIAPS for High School Conference and for other outreach programs/events or any respective funding organizations
- to find other sources of funding for APSA and to compile procedures to obtaining other sources of funding for APSA
- to maintain an APSA checking account and Venmo account
- to perform general APSA accounting duties in order to identify APSA's financial status · to maintain a record of all fiscal transactions
- to ensure TAP forms are completed in a timely manner
- to finalize budgetary matters with all event chairs prior to executing plans for event
- to contact the Financial Advisor of student organizations for AS & SPACES funding, pricing, and reimbursement matters
- to oversee the revision of the Academic Year-Long Budget Proposal (AYBP)
- to determine if any APSA events are eligible and deserving of becoming a TRADITIONAL event
- to ensure the traditional event funding request is submitted according to the AS guidelines
- to collaborate with SPACES interns to make sure reimbursements are properly handled

## Article XII. Officer Guidelines

### Section 1. Leave of Absence

Leave of Absence is a set period of time when an officer is temporarily unable to fulfill their duties. All elected and appointed board members shall have the responsibility of writing a letter of leave of absence which shall not exceed 10 academic weeks so that the board members

may take the necessary steps to fill the open position. If a leave of absence exceeds 10 weeks; on a case by case basis Executive board members shall approve the leave of absence or strongly recommend resignation. If prior approval for leave of absence past 10 weeks is not granted, refer to Section 6 Impeachment. Reasonable time should be given before leave of absences take effect.

## Section 2. Resignations

All elected and appointed board members shall have the responsibility of writing a letter of resignation so the board members may take the necessary steps to fill the open position. Reasonable time should be given before the resignations take effect.

At least two weeks prior should be given before resignation takes effect.

## Section 3. Vacancies

APSA will have two options for filling vacancies:

- (1) Candidates for any vacant position shall be nominated by the Chair and approved by officer's votes (Article VIII, Section 1); or
- (2) The board may decide to open the vacant positions to applicants who will either go through an election or the appointment process.

Vacant position responsibilities may be delegated by Executive board members to another officer until such an appointment is filled.

## Section 4. Appointments

New officer positions and candidates shall be approved by board members' vote in a simple majority (50%+1).

## Section 5. Inactive Status

Inactive board members are designated by a board members' vote of 2/3 majority and may be reinstated as an active officer by 2/3 majority vote. The responsibilities of inactive board members shall be delegated among the remaining board members.

## Section 6. Appointment/Installment of a Co-Board Position

Appointment/Installment of Co-Board Positions can be initiated as follows:

a) if during the slate proposals for Election of the Executive board, the congregation sees that multiple candidates are fit for an executive position, the board can propose the addition of co-executive board positions to the ballot. Majority of the congregation must be in favor of the addition of a co-executive position.

b) At any time during the school year, the board can propose the installment of a

Co-Board position. Quorum must be met to initiate the proposal. Board must cite reasons as to why this position would be beneficial for the organization as a whole before a vote could be initiated. If an installment of a co-executive position is proposed, all of the board must view reasons for installment and cast a vote.

### Section 7. Impeachment

If board sees that an individual is detrimental to the organization in any matter (i.e. breaches a section(s) of the constitution), a board member may propose the impeachment of an individual. Quorum must be met to initiate a proposal of impeachment. Board must present findings/explanations/reasons as to why an individual must be impeached. The individual in question has the right to defend their actions. All of board must take all findings and aspects into account and vote according to what's beneficial to the organization. All of the board must vote to carry out the impeachment of an individual.

Grounds for impeachment include:

- violation of University policies, regulations, and/or the Student Conduct Code
- blatant violation of APSA Constitution
- taking a leave of absence beyond the agreed period of time
- having inactive status for more than 10 academic weeks
- unapproved leave of absence past 10 academic weeks

## Article XIII. APSA Major Events

### Section 1. High School Conference

A conference to address the questions and concerns of San Diego's youth regarding college and to initiate or foster an upcoming transition from high school to higher education. It is designed for high school students about issues APSA recognizes as pertinent.

### Section 2. Graduation Banquet/End of the Year Banquet

A dinner banquet held in honor of APSA's graduating students. It is also a celebration of APSA's accomplishments throughout the year and an introduction of the incoming cabinet.

## Article XIV. Amendments

Constitutional amendments may be proposed by APSA board members or members. Amendments shall be made by Article and Section number and shall require 2/3 of quorum for a passing vote (Article VIII, Section 1).

## Article XV. Ratification

The Constitution shall be ratified by consensus of the elected and appointed board members. Any member may participate in any and all discussions of the Constitution.