

Laotian American Culture Association (LASA) at UC San Diego

2025-2026 Constitution

Article I - Name of Student Organization

The organization shall be named *Laotian American Student Association (LASA)* at UC San Diego. It shall be the purpose of the Laotian American Student Association to promote Laotian and Laotian American culture and way of life by providing a comfortable environment and social network for members as well as all others interested in Laotian and/or Laotian American culture. The Laotian American Student Association is first and foremost a cultural organization, and although social and volunteer events may result from the endeavor to achieve this purpose, they are not the priority. The Laotian American Student Association is a non-profit cultural and social oriented organization striving to promote the Laotian and Laotian American culture as well as serving the above-mentioned purpose around UCSD campus and its surrounding environment. The Laotian American Student Association will work in collaboration with the Lao Community Cultural Center of San Diego to volunteer at their yearly cultural festivals and volunteer events.

Article II - Statement of Purpose

The Laotian American Student Association at UC San Diego's mission is to provide a setting and a community for all UCSD students with an interest in Laotian and/or Laotian American culture by organizing events that promote and build awareness of Laotian and Laotian American culture.

Article III - Nonprofit Statement

The Laotian American Student Association at UC San Diego is a non-profit student organization.

Article IV - Requirements for Membership

The Laotian American Student Association at UC San Diego is inclusive to the entire UCSD community, and any member of the undergraduate student body is eligible to receive membership. Membership is attained by attending quarterly GBM's, and the Laotian American Student Association at UC San Diego does not have any dues which it requires of members.

Article IV - SECTION 1. HAZING PREVENTION

The Laotian American Student Association at UC San Diego is committed to maintaining a safe, inclusive, and respectful environment for all its members and does not condone hazing. Hazing, in any form, is strictly prohibited within the organization in compliance with state and federal law, Regents' policies and University regulations. Participation in hazing or any intentional, knowing, or reckless act, activity, or method committed by a person (whether individually or in

concert with other persons) against another person or persons, including current, former, or prospective students, regardless of the willingness of such other person or persons to participate, that is committed in the course of a preinitiation, an initiation into, an affiliation with, or the maintenance of membership in, an official or unofficial student organization or other student group that i. causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury, including personal degradation or disgrace, and/or ii. the person knew or should have known was likely to cause serious bodily injury. As an organization, we understand that failure to abide by hazing policies and laws will result in referral to the Center for Student Accountability, Growth, and Education (SAGE) for an organizational violation and/or individual violation(s).

Article V - Frequency of Organization Meetings

The Laotian American Student Association at UC San Diego typically holds one or two General Body Meetings per academic quarter. Students who are interested in joining the organization need only attend one GBM or other event to familiarize and situate themselves within the organization. Officer meetings are held once a week for every week in the academic quarter, with the Internal Vice President taking meeting notes and compiling them in a folder for future reference.

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. The President and Vice President(s) organize the following year's board elections, which are suggested to occur within the first three weeks of Spring Quarter. Anyone can run for positions besides President which requires one year of board experience prior to running.

Section A:

Principal Members - Officer positions are open to any enrolled undergraduate UCSD student. Each school year will require the following positions to be listed as principal members under UCSD Student Organizations: *President, Internal Vice President, External Vice President*

Section B:

Executive Board - The Executive Board, which consists of the aforementioned Principal Members, will have final say over all LASA related matters. An exception to this clause requires a 2/3 majority vote from the rest of the officer cabinet. Only one person may be appointed to each position, unless the term requires a co-chair to the discretion of the current President.

President – The President shall be the chief executive officer. The President presides over all organizational matters, delegates tasks, and facilitates collaboration between all officers. The President makes final approvals on financial decisions. Only one candidate may be chosen as President of LASA unless the previous year’s President sees the upcoming year’s LASA board to require a co-presidency.

Internal Vice President –The IVP handles reservations for all on-campus events, weekly board meetings, programs, and other UCSD resources such as the UCSD website and on-campus storage space. The IVP also fills out TAP forms when necessary. They act as the representative for LASA when interacting with other on-campus organizations. They will keep and have available current copies of the Constitution. The IVP will maintain relations between LASA and will work closely with Public Relations to maintain relations with other on-campus organizations. The IVP also helps monitor the LASA email account and responds to relevant emails if necessary, and will mention any noteworthy emails during officer meetings. The IVP shall email administrative documents to all officers and to all LASA members. They shall maintain a complete and accurate account of attendance and membership status. Their secondary objective is to maintain good communications within LASA and its members. The IVP shall be responsible for keeping the minutes of all meetings.

External Vice President – The EVP shall assume the duties of the President should the office become vacant, or in the absence of the President. The EVP presides over all matters external to UCSD. The EVP represents LASA outside of UCSD. They shall discuss and plan for off campus Laotian American Student Association events such as the Lao Food Festival. The EVP handles reservations for all off-campus venues, programs, and resources for said inter-university Laotian American Student Association events. They shall also maintain a master sheet with all the events. For all events they must ensure that all board members and drivers RSVP, and make a master sheet of attendance for all events.

Section C:

Officer Cabinet - The LASA Officer Cabinet consists of the *Events Coordinator, Media Chair, and Fundraising Chair.*

Events Coordinator- The Events Coordinator organizes and plans club social events. They work closely with the Media Chair for event organization and advertisement designs. In addition, they are responsible for making an itinerary (Google Forms if necessary) for each event, including after-socials (after each GBM). They make event pages in a timely, orderly fashion and publicize said pages and events.

Media Chair – Media chair must be proficient in Canva, Photoshop, Illustrator, InDesign, or other relevant software. Media Chair coordinates and designs all promotional items, such as printed flyers, advertisements, and computer graphics. The Media Chair publicizes all LASA related events. When in the designing process, they should take other officers’ opinions into consideration, but are not limited to them. They will manage Instagram and Facebook accounts in order to increase engagement and awareness of events and the club itself. Media Chair serves as the primary way to connect to general members, and the Instagram and/or Facebook accounts create a feeling of connectedness even in the absence of current events. Media Chair will publicize/advertise before events occur, as well as make posts after events in order to solidify the feeling of connectedness. Weekly goal: make Instagram posts highlighting board members, post after events. This will allow general members to easily identify board members. The Media Chair will respond to Facebook and/or Instagram inquiries and messages. The Media Chair will take pictures and videos at all LASA events and films and edit videos to be displayed at every general body meeting. The Media Chair uploads media immediately to the LASA linktree. The Media Chair shall attend all events with a camera and maintain an organized folder structure to store images. The Media Chair shall keep the website updated with the most recent images which best reflect the organization.

Fundraising Chair– The Fundraising Chair shall keep a current record of all financial transactions. They are responsible for checking the accuracy of all bills and invoices and paying them correctly and on time. They will assist the President to set budgets for events and programs. They are responsible for approving and reimbursing organizational investments and fees paid by LASA officers. In addition to the following responsibilities, the Fundraising Chair is tasked with acquiring funds from internal and external sources. They should also maintain a budget sheet for events as well as manage the club’s bank account and/or LASA Venmo Account. Finally they are responsible for reimbursing members for expenses related to the club. They shall find sponsors i.e. Laotian restaurants and boba shops in order to acquire additional funds for the club. The Fundraising Chair will give managers of restaurants and shops one copy of the contract and keep one for LASA. They shall primarily reach out during the school year for fundraisers and book fundraising places during the school year ahead of time if deemed necessary.

Officer responsibilities are not limited to those outlined above. All officers have a responsibility to help in group-workload whenever possible.

Section D:

Creation of new officer positions - The creation of new officer positions must be proposed by an officer at a board meeting and voted amongst all board members and added to the LASA Constitution. The officer should have prepared justification for the new position as well as a detailed description of its duties, similar to those outlined above. A 3/4 majority in voting is needed to introduce the position into LASA.

Section E:

Voting Procedure for Elections

Procedures and Conditions:

1. Elections are held annually on the 3rd and 5th week of Spring quarter.
2. Presidential candidate(s) must have at least one year of experience as an officer.
3. For President, External Vice President, Internal Vice President, and Fundraising Chair, the nominees each give a 3-5 minute speech, followed up by questions by the presiding Executive Board. If there are no opposers, the nominee must receive $\frac{3}{4}$ total 'yea's from the total board.
4. Officers are not required to attend Elections, but those that do can vote on those they do attend. President, EVP, and IVP votes count as 1, whereas every other officers' count as $(\# \text{ of officers} - \text{Pres, EVP, IVP}) / 3$. Based on this formula, each third of the officers that participate in the interview count as a vote. The nominee with the most votes gets the position, or in the situation where there is only 1 nominee running for a position, there must be at least a $\frac{2}{3}$ approval.
5. After Elections, all newly appointed officers must attend all officer meetings.
6. General members may participate in the voting process; however, the presiding Executive board makes final decisions over the new officer cabinet.

These voting procedures may be susceptible to alterations. The decision for any alterations to the voting procedure lies solely in the hands of the President; the final decision of the President is irrefutable.

Section F:

Impeachment process – When a board member does not fulfill their responsibility, the presiding board has the right to remove that officer. Impeached officers are allowed to run for an officer position again. This can be brought up at any officer meeting and a defense may be made by the defendant. A $\frac{2}{3}$ agreement from the Executive Board and Office Cabinet must be reached for the impeachment to go through.

Article VII - Risk Management

The Laotian American 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.

The Laotian American Student Association at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

One possible risk would ensue from organization fundraisers, in which the use of hot stoves/pots/utensils will be used. The Laotian American Student Association will ensure proper handling of said equipment in order to prevent any bodily harm to members.

Article VIII – Violations and Penalties

Section A:

Code of Conduct – There shall be no discrimination based on race, gender, age, sexual orientation, political affiliation, Mac or PC, favorite types of food/brands, etc.

Section B:

Violations and Penalties – Officers must attend all officer meetings. If an officer cannot make the meeting on time, he or she must inform the President one day before the meeting (except for an emergency). If one cannot make it to their assigned duty, then they must inform the President. Arriving 5 minutes after the shift/event time without contacting the President is considered being late. Officers are required to attend at least 70% of the quarter's events. Attendance evaluation will be performed if officers are excessively tardy or absent. If an officer has more than 3 meeting absences per school year, they are to be immediately expelled from their officer position. The President makes the final call for all decisions.

Article IX – General Body Meetings and Membership

- There will likely be at least 1 General Body Meetings (GBM) per quarter.
- The function of the GBM is to welcome new members and announce upcoming events, fundraisers, social activities, joint events, etc. A social event may take place following the GBM.
- Membership is open to all current UCSD students.

Article X – Amendment Process

Addition or modification of the constitution must be discussed and voted by executive board officers. A 2/3 majority is required to pass an amendment.

Article XI – Reimbursements

Section A:

All individuals must provide official documentation (receipts, invoices, permits, etc.) as proof of money spent for LASA events to LASA to be considered for reimbursement by the President and Fundraising Chair.

Section B:

For staff gatherings and events (i.e. Lao New Year Festival) that involve transportation outside of the UCSD campus, staff and general members will each pay an average amount to cover the total gas, parking and/or transportation fees spent for that event by the transportation providers. The total of the average will be collected by the Fundraising Chair and then be distributed among the individuals requiring compensation. This average cost, from staff and members to the party of intended reimbursed individuals, should not exceed the amount of \$10. If the total of average reimbursement collected from staff and interns are not sufficient to reimburse all individuals who have provided transportation, LASA will reimburse or compensate for the difference between this total and the total spent by the transportation providers, as decided accordingly by the President and Fundraising Chair. If there are only a few LASA members who attended events, their cost may be covered by LASA at the discretion of the President and Fundraising Chair. For events within the San Diego area, gas reimbursements will be given by LASA if more than one trip (to and from the venue) was required to transport staff, interns, and members to an event.