

University of California, San Diego

Constitution of Kaibigang Pilipino

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☰ Kaibigang Pilipino: Pilipino Cultural Celebration Constitution (rev. October 2023)

Section I: Name of Student Organization

The organization shall be called Kaibigang Pilipino (KP) at UC San Diego.

Section II: Statement of Purpose

Kaibigang Pilipino at UC San Diego, is in affiliation with the Student Affirmative Action Committee (SAAC), the Student Promoted Access Center for Education and Service (SPACES), and the Cross-Cultural Center (CCC). KP is a registered student organization at University of California, San Diego, but not part of the University itself. KP at UC San Diego also understands that the university does not assume legal liability for the actions of the organization. This student organization exists to educate the UC San Diego and San Diego communities about the many aspects of Pilipino culture, as well as to preserve and promote positive images of Pilipinos. KP also exists to support Pilipino students, to strive for equity for all Pilipino people, for underrepresented and underserved communities, and to foster a social, political, academic, cultural, and empowering environment.

Section III: Nonprofit Statement

Kaibigang Pilipino at UC San Diego is a non-profit student organization.

Section IVa: Membership ☰ Kaibigang Pilipino Membership Requirements

Members must be registered in the KP Membership Records. Upon a person's first KP event, they are welcome to be added to the records to keep track of their attendance with the intention of obtaining official membership. Operations Manager at check-in will be responsible for collecting the records. They are responsible for storing and managing the records. These records are to track student retention within the organization as well as to maintain contact with the General Body. To become an official member, the UCSD student must:

- One CARE at SARC Workshop: Responding to Disclosures

- Complete Two quizzes related to CARE at SARC Workshop
- Attend and participate in at least ONE General Board event.
- Attend and participate in at least ONE STAR Board event.
- Attend and participate in at least ONE CORE Board event.

- Attend and participate in at least ONE events per quarter after acceptance of Official Membership to retain membership
- If a previous member had not attended at least 1 by the end of Winter quarter, they must reapply for membership in the following year

Official Members have the opportunity to vote for the General Board rolling and end-of-the-year elections. All students are welcome to events. All attendees, official or not, are required to understand and embody the community guidelines.

Section IVb: Hazing Prevention

Kaibigang Pilipino 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).

Kaibigang Pilipino at UC San Diego is committed to taking preventive measures by educating the members of our organization on how to identify and take action against hazing through workshops within our hosted events. There will be zero tolerance for all forms of hazing, and any reported behaviors and/or activities will result in immediate disciplinary action including, but not limited to, the removal from the organization, and immediate report to the Center for Student Accountability, Growth, and Education (SAGE).

Section Va: Officer Meetings

The day of weekly officer meetings will be decided quarterly through a vote with the consent of 80% of all officers. Meetings can be adjusted quarterly or yearly upon voting.

Section Vb: General Body Meetings

General Body Meetings will be held on Wednesday evenings during, but not limited to, odd school weeks. It is the responsibility of all board members to coordinate with the Vice-Chair Internal in the planning and executing of the General Body Meetings.

Section VIa: Kaibigang Pilipino Board Officers

Criteria for holding office:

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. It is the responsibility of each officer to attend all meetings and events, upkeep the office space, and to read and uphold the Constitution. It is understood that all KP board officers are positive role models within KP and the surrounding communities. An officer's full term begins upon being elected or appointed and ends at the completion of the academic year. For the newly elected board, there is a transition period in which current board members and newly elected board members are all held accountable for all constitutional board duties. All board officers must complete at least one CARE at SARC workshop before the start of the school year, or within two weeks from the time they were elected. Members must be an upperclassmen (incoming 3rd year or up) to run for a Chairperson or Vice-Chair Position. (The organization will have board officers with the following titles and responsibilities).

Chairperson

The Chair of KP is responsible for all officers and their events. This duty includes, but is not limited to, regularly checking the archive, enforcing event deadlines, delegating responsibilities, and rendering aid when necessary. The Chair presides over all officer meetings. This officer officially represents KP to the UC San Diego community and the San Diego community. With the Vice-Chairs, this officer enforces officer accountability. This officer coordinates spring and fall elections. This officer will serve as a member of the SPACES Board of Directors (BOD). If this officer is not able to attend these meetings, they may request a proxy. Along with the Vice-Chairs, the Chair also promotes student leadership development by means including, but not limited to, facilitating activities and workshops. This officer prepares all board meetings and agendas with the Vice-Chairs. This officer will work in collaboration throughout the school year with the KP Student Teaching and Academic Retention (STAR) Coordinator and KP(Community Outreach to Realize Empowerment (CORE) Coordinator. The Chair and Vice-Chairs plan retreats, including but not limited to, an officer fall retreat, a spring-transition retreat, and quarterly All-Board retreats (along with the KP STAR and KP CORE Coordinator). This officer will serve as a proxy to the KP Website Development Team in the absence of the Operations Manager. In the vacancy of a team lead for KP WebDev, this officer, alongside the Operations Manager, will take charge in appointing the position to a member in interest.

Prerequisite: This officer must have served on KP General Board at least one year in order to apply for this position.

CORE Coordinator

The Community Outreach to Realize Empowerment (CORE) Coordinator is responsible for overseeing operations and delegating responsibility for all CORE officers and events. This officer coordinates their board members' elections and appoints the appropriate candidate to their applied position. This officer will serve as an official and employed liaison to SPACES alongside the STAR Coordinator. This officer will work directly with the Chairperson, STAR Coordinator, and Vice-Chairs in planning and facilitating quarterly All-Board retreats.

STAR Coordinator

The Student Teaching Academic Retention (STAR) Coordinator is responsible for overseeing operations and delegating responsibility for all STAR officers and events. This officer coordinates their board members' elections and appoints the appropriate candidate to their applied position. This officer will serve as an official and employed liaison to SPACES alongside the CORE Coordinator. This officer will work directly with the Chairperson, CORE Coordinator, and Vice-Chairs in planning and facilitating quarterly All-Board retreats.

Vice-Chair Internal

The Vice-Chair Internal is responsible for presiding and/or delegating responsibility for all general body meetings. This officer is a liaison to the UC San Diego community, including but not limited to, Kapwa Tao (coalition of UC San Diego Filipino organizations) and will act as a proxy to the Student Affirmative Action Committee (SAAC) in the absence of the Gender & Sexuality Awareness Coordinator, Social Awareness Coordinator, or Community Activism Advocate. This officer enforces officer accountability with the Chair and the Vice-Chairs. The Vice-Chair Internal has the authority to appoint KP members as representatives to these organizations with the approval of the Chair and the Vice Chairs. The Vice-Chair Internal prepares meetings and agendas with the Chair and Vice-Chairs. The Vice-Chair Internal is responsible for coordinating the yearly welcome event, Oryentasyon, along with representatives from each Kapwa Tao organization. The Chair and Vice-Chairs plan retreats, including but not limited to, an officer fall retreat, a spring-transition retreat, and one all board retreat (along with the KP STAR and KP CORE Coordinators).

This officer is also one of the Kuya/Ate/Ading Co-Directors on KP Student Teaching Academic Retention (STAR). This officer coordinates the Kuya/Ate/Ading Program Component of KP STAR with the Co-Freshperson Executives, at least once every school year. This officer is also responsible for organizing and coordinating retention programs/events throughout the year such as, but not limited to KAAMPing, KP STAR Retreat/Reveal, KAA VIBIN' (Fam Day) and KAAppreciation week. This officer along with the Chair and the Vice-Chairs also promotes

student leadership development by means including, but not limited to, facilitating activities or workshops. The Vice-Chair Internal should have experience working with KP STAR and promoting academic retention.

Vice-Chair External

The Vice-Chair External is responsible for all events and contacts outside of UC San Diego. This duty includes, but is not limited to, regularly checking the archive, enforcing event deadlines, delegating responsibilities, and rendering aid when necessary. This officer is the official liaison to student and community organizations outside UC San Diego, including, but not limited to, the Filipino Collegiate Collaborative (FCC) and the Southern California Pilipino American Student Alliance (SCPASA). This officer enforces officer accountability with the Chair and the Vice-Chairs. Additionally, the Vice-Chair External is also the organization's official liaison to the San Diego region, consistently outreaching to local businesses and organizations to cultivate business relationships for the organization. The Vice-Chair External co-coordinates the annual Magkasama with the Marketing and Communications Manager in the Fall Quarter. This officer coordinates the Ourstory Gala with the Alumni Liaison and Ourstorian (only applies to every 5th anniversary year). Furthermore, this officer is responsible to coordinate and plan FCC Retreat with FCC.

This officer, along with the Chair and the Vice-Chairs, also promotes student leadership development by means including, but not limited to, facilitating activities or workshops. The Vice-Chair External prepares meetings and agendas with the Chair and Vice-Chairs. The Chair and Vice-Chairs plan retreats, including but not limited to, an officer fall retreat, and a spring-transition retreat. This officer is also responsible for outreach during Triton Day, and one all-board retreat in association with the Chair, the KP STAR and KP CORE Coordinators. This officer is also an official liaison to KP CORE and serves as the Community Liaison on KP CORE Board and has the responsibility of attending all meetings. The Vice-Chair External should have prior experience of being on KP CORE Board and should have a general understanding of external relations with other organizations.

Vice-Chair Finance

The Vice-Chair Finance maintains an accurate budget of both the internal and external fund accounts of KP. This duty includes, but is not limited to, regularly checking the archive, enforcing event deadlines, delegating responsibilities, updating financial statements, and rendering aid when necessary. This officer is responsible for maintaining a minimum balance of \$1,000 in both the internal and external budgets by the end of this officer's term. The Vice-Chair

Finance must learn of potential liabilities and assets that KP has and should take the necessary steps to protect against said liabilities and maintain and grow available assets, including but not limited to: Traditional Funding, Equity Diversity Inclusion Funding, service charges from external accounts, developing fundraising proposals, and assessing security access to external accounts. The Vice-Chair Finance must present a fiscal report of this officer's term to the board by the end of the academic year and a financial audit at the end of each quarter including but not limited to: fundraiser profitability trends, net balance, and misuse or mispractice of fund and/or asset usage. In addition, this officer oversees and approves all expenditures made by the organization. The Vice-Chair Finance is the official liaison to the departments of UC San Diego, including, but not limited to, Associated Students (AS), Student Life Business Operations (SLBO), and the Center for Student Involvement (CSI). The Vice-Chair Finance, along with the Operations Manager, researches alternative funding sources. With the Operations Manager, the Vice-Chair Finance is responsible for holding fundraising events throughout the year. This officer is responsible for overseeing the process of the Triton Activities Planner (TAP) for all KP events or may delegate tasks to respective board members. This officer is not expected to head the finance committee(s) of Magkasama, CORECon, and Pilipino Cultural Celebration.

This officer enforces officer accountability with the Chair and the Vice-Chairs. This officer along with the Chair and the Vice-Chairs also promotes student leadership development by means including, but not limited to, facilitating activities or workshops. The Vice-Chair Finance prepares meetings and agendas with the Chair and Vice-Chairs and all-board meetings with the KP STAR Coordinator and the KP CORE Coordinator. The Chair and Vice-Chairs plan an officer fall retreat, a spring-transition retreat, and one all board retreat (along with the KP STAR and KP CORE Coordinators).

Co-Freshperson Executives (2)

The Co-Freshperson Executives officer positions can only be held by a first year. The Co-Freshperson Executives coordinate freshperson activities. These officers implement and coordinate workshops for freshpeople of informational, social, cultural, political, academic, and empowering value through coordinating with, but not limited to, Political Awareness Coordinators, Cultural Pillar. These officers are in charge of fundraising for an annual traditional gift to the graduating undergraduates during Pilipino Graduation. These officers are also two of the Kuya/Ate/Ading Co-Directors on KP STAR (Student Teaching and Academic Retention). With the Vice-Chair Internal, the Co-Freshperson Executives coordinate the Kuya/Ate/Ading component of KP STAR through retention events and programs.

Operations Manager

The Operations Manager is responsible for creating and recording an electronic archive of all KP board meeting minutes and data, such as but not limited to the KP attendance at events. This officer checks the mailbox and maintains the archives and the official KP calendar. This officer is also responsible for the maintenance of the KP office and inventory. Furthermore this officer is in charge of including, but not limited to, fundraising for KP along with Vice Chair Finance. This position is responsible for setting up events, such as, but not limited to, planning and coordinating KP Fundraising Events at least once each quarter. This officer will serve as the official liaison between the KP Website Development (KP WebDev) team, attending necessary meetings, and coordinating with the KP WebDev Team Lead and Project Manager. In the vacancy of a team lead for KP WebDev, this officer, alongside the Chairperson, will take charge in appointing the position to a member in interest.

Social Awareness Coordinator

The Social Awareness Coordinator acts as one of the official liaisons to SAAC and as such must attend all SAAC meetings, if this officer is not able to make these meetings, they may request a proxy. This officer will act as the official liaison to the Affiliates Program of the CCC. This officer can act as a representative to various community meetings and events, including but not limited to: Asian Pacific-Islander Middle Eastern Desi-American (APIMEDA) Research Center Planning Committee, and Associated Students Office of External Affairs. This officer, along with the Community Activism Advocate and the Gender and Sexuality Awareness Coordinator presents and facilitates discussion on current events and issues during the Critical (or Conscious) Corners at GBMs as well as workshops that affect the Pilipino and UC San Diego communities. This officer may act as a representative of KP at various conferences, both at UC San Diego and outside of campus, including but not limited to: University of California Student Association (UCSA) Congress Conference, UCSA Student of Color Conference (SOCC), and UCSA Student Lobby Conference (SLC). This officer co-coordinates Pilipino American History Month (PAHM) events, as well as the annual Pilipino Awareness Week (PAW) and a Pinay Appreciation Dinner (PAD). This officer is also in charge of facilitating the special studies class TDGE/ETHN198- Contemporary Pilipino Issues during Winter Quarter with the Gender & Sexuality Coordinator and Community Activism Advocate, possibly with the help of STAR board's Academic Director. Having a role in political pillar, all political positions should be contributing to KP's involvement within SAAC by ensuring that every member of the pillar stays in the loop, at least 2/3 political members being present at the meetings alongside a chair position if possible.

Gender & Sexuality Awareness Coordinator

Gender & Sexuality Awareness Coordinator communicates with the Women's Center and the Lesbian Gay Bisexual Transgender (LGBT) Resource Center to make these available resources more transparent to the KP community, including but not limited to, promoting events/newsletters. This officer also attends workshops by these centers when able and brings this information back to the KP space. This officer also maintains relations with Queer/Trans People of Color (QTPOC) by attending at least one QTPOC event per quarter. This officer creates a brave space for dialogue concerning the issues of gender and sexuality within the KP community through events, including but not limited to, workshops and GBMs. This officer presents and facilitates discussion on current events and issues that affect the Pilipino and UC San Diego communities. This officer, along with the Community Activism Advocate and the Social Awareness Coordinator, may lead Critical (or Conscious) Corners at GBMs that discuss issues that affect the Pilipino community, as well as facilitating the TDGE/ETHN198 special studies class on Contemporary Pilipino Issues during Winter Quarter, possibly with the help of STAR board's Academic Director. This officer can act as a representative to various campus community meetings and events, including but not limited to: SAAC, CCC Affiliates Conference, and APIMEDA. This officer acts as an official representative of KP to various conferences dealing with sexuality and/or gender, including but not limited to, Queer Pinxy Conference, (QPC). This officer co-coordinates Pilipino American History Month (PAHM) events, as well as the annual Pilipino Awareness Week (PAW) and a Pinay Appreciation Dinner (PAD) within PAW with the Social Awareness Coordinator and the Community Activism Advocate. This officer, along with the Community Activism Advocate and the Social Awareness Coordinator, may create and oversee committees for PAW and PAD. Having a role in political pillar, all political positions should be contributing to KP's involvement within SAAC by ensuring that every member of the pillar stays in the loop, at least 2/3 political members being present at the meetings alongside a chair position if possible.

Community Activism Advocate

Community Activism Advocate promotes and advocates Pilipino activism and social justice and serves as the liaison for KP to San Diego political organizations and facilitate educational discussions on Philippine politics, culture, history, and activism. Along with Social Awareness Coordinator and Gender & Sexuality Awareness Coordinator, this officer serves as an official liaison to SAAC. Additionally, this officer can act as a representative to various campus community meetings and events, including but not limited to: CCC Affiliates Conference and APIMEDA. This officer also co-coordinates Pilipino American History Month (PAHM) events, as well as the quarterly Pilipino Awareness Week (PAW) events, with the Social Awareness Coordinator and the Gender & Sexuality Awareness Coordinator, and the Cultural Facilitator.

This officer, along with the Gender and Sexuality Awareness Coordinator and the Social Awareness Coordinator, may create and oversee committees for PAW and Pinay Appreciation Dinner (PAD). This officer presents and facilitates discussion on current events and issues that affect the Pilipino and UC San Diego communities. This officer, along with the Gender and Sexuality Awareness Coordinator and the Social Awareness Coordinator, may lead Critical (or Conscious) Corners at GBMs that discuss issues that affect the Pilipino community, as well as facilitating the TDGE/ETHN198 special studies class on Contemporary Pilipino Issues during Winter Quarter, possibly with the help of STAR board's Academic Director. Having a role in political pillar, all political positions should be contributing to KP's involvement within SAAC by ensuring that every member of the pillar stays in the loop, at least 2/3 political members being present at the meetings alongside a chair position if possible.

Marketing and Communications Manager

This officer works directly with the Vice-Chair External in publicizing events to outside college organizations. This officer co-coordinates Magkasama with the Vice-Chair External. This includes forming and leading a committee alongside other Magkasama Minds. This officer handles press release materials. This officer oversees the creation and development of print and online advertising, email marketing, website management, and content development. This officer will also assume the responsibilities of all internet operations, such as, but not limited to, updating and maintaining the official KP email, website, Discord, and social media platforms such as Facebook, Instagram, and Twitter. This officer must enforce the graphics request form – in which board members must notify the MCM of any graphic needs no less than 2 weeks prior to their events. This officer will work closely with Ourstorian to maintain KP's official projects they choose to work on together. They will also collaborate with the MCM's on STAR and CORE to release media and a newsletter. They should be able to follow graphic standards that are installed in order to maintain the professionalism and aesthetic of the organization.

Co-Cultural Coordinators (2)

The Co-Cultural Coordinators will direct the organization of the annual Pilipino Cultural Celebration (PCC). They will also organize and oversee the Official Cultural Cabinet (OCC) in collaboration with the OCC Chair. They shall be in charge of appointing Creative Team (CT) and communicating with the director(s), scriptwriter(s), choreographer(s), stage manager(s), Kantahan director(s), dance coordinator(s), and optionally, a video production team. They will also organize and oversee cultural performances, including but not limited to Magkasama, College Cultural Celebrations, and FCC Preview Night. They (along with their Finance Leads in OCC) assist the Vice-Chair Finance and/or Operations Manager with fundraising efforts for PCC. These officers actively promote increased education, awareness, and celebration of Pilipino culture and Ourstory for the benefit of the UC San Diego population and greater San Diego community, while promoting a safe and inclusive space for all affiliated parties.

Cultural Facilitator

The Cultural Facilitator provides an opportunity for students to learn more about Pilipino culture and history, including Indigenous history and culture. They are in charge of (in collaboration with the Co-Cultural Coordinators) organizing Cultural Corners at GBM(s) and Internship meetings, and leading the TDGE/ETHN 198: Pilipino Performance and (Mis)representation class during Winter Quarter of the school year and may request help from the Academic Director to do so. The Cultural Facilitator will also be an all around advisor for General Board, providing research in topics and/or providing support towards other board members in relaying accurate historical and cultural information during KP events and GBMs. This officer co-coordinates Pilipino American History Month (PAHM) events. This officer position actively promotes the increased education and awareness of Pilipino culture and history for the benefit of the UC San Diego population while being mindful of creating brave spaces inclusive of all cultural identities.

Activities Coordinator

The Activities Coordinator plans and coordinates most social events. This officer's Fall Quarter responsibilities include Welcome Week activities such as the KP welcome event, Fall Quarter Bon(d)fire, the coordination of Friendship Games, and a holiday gift exchange. This officer, along with the Recreational Director will organize Friendship Games and create committees that will start at the beginning of the year. This consists of logistical planning and appointing a Head Coach, SPUF Master, and Props Lead to delegate tasks. This officer may program and coordinate a Winter Quarter event of their choosing. The annual end-of-the-year Formal will be planned starting winter quarter. The Activities Coordinator may take on members for a committee if desired. The Activities Coordinator is responsible for providing a welcoming environment for anyone in the KP space.

Recreational Director

The Recreational Director is responsible for organizing teams representing Kaibigang Pilipino to participate in UC San Diego intramurals, and coordinating other recreational events. This officer, in conjunction with the Activities Coordinator, plans Friendship Games and heads its committees, and is responsible for organizing teams to play in Friendship Games events, as well as leading SPUF (Spirit, Pride, Unity, Friendship) activities including but not limited to chants, energizers, and roll call. In addition, the Recreational Director has the responsibility of coordinating with the Vice Chair External to plan an annual FCC Sporting Event. This officer is also responsible to do at least one health related event and at least one event in cooperations with STAR's Health and Wellness Coordinator .

Ourstorian

The Ourstorian coordinates the documentation and archiving of the Ourstory of KP by maintaining all records including, but not limited to, photos, videos, and documents. This officer films and/or takes pictures of KP events including GBMs and retreats and is responsible for providing access to said media to all board members and the community. They can share this media by means of, but not limited to, and/or head creative projects that serve KP's Statement of Purpose. If the Ourstorian is unable to attend an event, they may appoint someone to record videos and take pictures in their place. This officer will also work with the Marketing and Communications Manager in creating video and photographic content to foster a sense of community. Archives of all media and documents are due by the following school year by uploading to the KP Ourstorian Drive or via Shared Drives. This officer is required to head media related committees and reach out to the coordinators of events such as Magkasama but may appoint an external member to assist if necessary. This officer is also responsible for making board members fill out a Post-Program Report doc that is available in the KP Drive. The Ourstorian coordinates the Ourstory Gala with the Vice Chair External and Alumni Liaison (every 5 years).

Co-Internship Coordinators (2)

The Co-Internship Coordinators organize the internship program for KP, as well as work with the Cultural Facilitator in hosting Cultural Corners during internship meetings. These officers will create a class syllabus and contract for the internship program which will outline the class meetings and expectations throughout the school year. These officers will also conduct an application and interview process for selecting the intern class. The recommended intern class size is 15 students (max 20) but class size will be determined at the discretion of the Internship Coordinators and the Chair. These officers will create class slides, create meeting minutes, and facilitate class meetings along with other KP board members throughout the school year. These officers will organize and facilitate the internship retreat along with other KP board members as necessary. This officer is responsible for facilitating the growth, community, professional and academic development, leadership, and sharing the KP ourstory knowledge among the interns so that they may serve as role models for the KP and UC San Diego community. These officers will oversee the intern-led events throughout the school year, including but not limited to fundraisers, GBMs, and workshops. In addition to this, Co-Internship Coordinators will assign interns to shadowing rotations for KP CORE, KP STAR, and GEN board during spring quarter. This officer will oversee the KP Internship Scholarship submission and selection process as well as determine the award amount and awardees with input from the board. *Prerequisite:* This officer

must have served on KP General Board, STAR, or CORE Boards at least one year or has gone through the Internship program in order to apply.

Section VIb: Officer Procedures

1a. Voting

There must be a minimum of 80% officer attendance at all Parliamentary voting. Quorum is established at 80%. Once quorum is established, any decision made by the board members present requires a two-thirds (2/3) approval.

Approval of 80% of the existing board is needed in order to build coalitions and alliances.

1b. Veto

The Chair of Kaibigang Pilipino reserves the right to veto any decisions made by the Vice-Chairs with a supermajority (two-thirds) vote of the remainder of board.

2. Accountability

The Chair, Vice-Chair Internal, Vice-Chair External, and Vice-Chair Finance reserve the right to write-up if an officer:

1. misses a meeting without valid excuse.
2. misses an event without a valid excuse.
3. misses a deadline without a valid excuse.
4. fails to uphold the Constitution.

The Chair and the Vice-Chairs must be in consensus for write-ups. Officers must be notified 48 hours before each meeting and event. Any valid excuses must be presented 24 hours before each meeting and event. Write-ups can result in the following consequences at the discretion of the existing Chair and Vice Chairs: warning, evaluation by all officers, probation, and forced resignation. If an officer receives three write-ups during the officer's term, that officer will be forced to resign after receiving the third write-up.

If any officer has reason to write-up the Chair or either of the three Vice-Chairs, this officer may approach the three officers not in question and follow the proper channels for write-ups.

An officer may be removed from board if 80% of the other board members agree, in the case this event occurs, the officer in question is entitled to due process. If removed, the officer's position is re-opened for application.

3. Misconduct and Reporting Path

Misconduct may be defined as any violation of the University of California's Sexual Violence and Sexual Harassment (SVSH)¹ Policy and/or the University of California's Policy on Discrimination.²

A report from a student may only be deemed a report if it is issued in writing or text.

If an officer receives a report regarding misconduct enacted by another student and/or member, the officer must follow these steps:

1. Meet with the executives of their board (Chairperson and/or CORE Coordinator, STAR Coordinator, or Vice-Chairs) and/or CSI/organization advisor, upon consent of reporting member
 - a. The executives that received the report must meet with the rest of the executives (Chairperson, CORE Coordinator, STAR Coordinator, and Vice-Chairs) and discuss further action.
 - b. It is strongly encouraged for the executives to meet with all involved parties before taking further action.
2. The officer that received the report shall meet with the reporting student and refer them to necessary and relevant resources, such as Student Legal Services
3. If necessary, the officer and/or executive(s) must meet with Student Legal Services for instruction.

Under no circumstances shall any public announcement be made or posted unless approved and signed by a staff advisor (different from a CSI advisor). If there shall be a public announcement regarding the reported misconduct, names can only be included after evident consent by the person(s) whose name(s) shall be included in the report.

4. Appointed Offices/Unfilled Positions

If any officer resigns before the end of their term, or if there is an unfilled position after elections have been conducted, the Chair may host rolling applications, in which the candidate(s) will be appointed upon a $\frac{2}{3}$ vote of the existing board.

If any officer feels the need to appoint a Co for the same position, an 80% approval of the existing board must be reached before they can be appointed.

¹ <https://policy.ucop.edu/doc/4000385/SVSH>

² <https://policy.ucop.edu/doc/2710522/PACAOS-20>

If any of the Spring positions are left unfilled by the end of Spring Quarter, the position will be elected during Fall Elections.

If there is no candidate for an unfilled position, it is the role of the Chair and Vice-Chairs to appoint or fulfill the duties of any unfilled position. However, if the unfilled role is an executive role, the Chair may assume the roles of the unfilled position, or distribute tasks to other Vice-Chairs or existing board members.

In the case of the Chair position being unfilled, the Vice-Chair Internal shall assume the duty of Chair. Should there be no Vice-Chair Internal elected for the term, then the Vice-Chair External shall assume the position, then the Vice-Chair Finance. The board will then hold elections for the vacated position until filled. The Chair may continue to fulfill the vacated position alongside Chair duties, or may distribute tasks to the Vice-Chairs or existing board members.

If the entirety of the executive positions are left unfilled for the academic year, the remaining Board members may appoint a peer advisor(s) that will be able to help the current board perform its functions, including (but not limited to), planning board retreats, accompanying board members to external meetings, holding informational workshops (such as filling out TAPs, etc), and connecting board members to external resources and alumni. However, the advisor cannot directly lead event planning or tasks delegated specifically to board members but can make suggestions. The peer advisor is not required to attend board meetings, but may come by own will or by request. The peer advisor will be given permission to view board meeting minutes, but will not be given access to editing. The peer advisor does not assume an official role on board and may be dismissed once the executive(s) feels as if their services are no longer needed.

In the event of the Chair resigning before the end of their term, the Vice Chair Internal is to assume the position of Chair. Should there be no Vice Chair Internal elected for the term, then the Vice Chair External shall assume the position, then the Vice Chair Finance. The board will then hold elections for the vacated position until filled. The Chair may continue to fulfill the vacated position alongside Chair duties, or may distribute tasks to the Vice Chairs or existing board members.

5. Retreat/Transition

It is mandatory for all officers to attend all retreats, including but not limited to, summer, fall, winter, and spring, unless the officer in question has reached out to the Chair and Vice-Chairs prior. Newly elected executives (Chair, Vice-Chair Internal, Vice-Chair External and Vice-Chair Finance) will set the date and time for these retreats. All decisions excluding

appointments affecting the newly elected board's term will be voted on by the newly elected and incumbent boards. Appointments affecting the newly elected board's terms will be voted on solely by the incumbent board.

Officer induction will take place during an annual end-of-the-year event. It is mandatory for officers to attend a transitional retreat spring quarter with the elected officers for next year unless the officer in question has reached out to the Chair and Vice-Chairs prior.

Section VIc: Elections

The following positions will be elected every spring quarter:

1. Chair
2. Vice-Chair Internal
3. Vice-Chair External
4. Vice-Chair Finance
5. Social Awareness Coordinator
6. Gender & Sexuality Awareness Coordinator
7. Community Activism Advocate
8. Marketing and Communications Manager
9. Co-Cultural Coordinator (1 of 2)
10. Co-Cultural Coordinator (2 of 2)
11. Cultural Facilitator
12. Activities Coordinator
13. Recreational Director
14. Ourstorian
15. Co-Internship Coordinators (1 of 2)
16. Co-Internship Coordinators (2 of 2)

The following positions will be elected every fall quarter

17. Operations Manager
18. Freshperson Executive (1 of 2)
19. Freshperson Executive (2 of 2)

Candidates must complete an application and statement, and must attend a mandatory question and answer forum.

Section VIId: Voting Process

A minimum of three (3) days and a maximum of seven (7) days will be dedicated to elections. Only registered KP members may vote; students may have only one (1) vote. Officers may not endorse any specific candidates.

Officers are elected by a simple majority (50% + 1). If there are three or more candidates and a simple majority is not achieved, a run-off will take place. Votes are counted by category.

If a candidate runs unopposed, the candidate needs $\frac{2}{3}$ votes to win. The ballot shall be marked Vote/Abstain. If an unopposed candidate does not achieve a simple majority, the Chair

may appoint that officer with 80% approval of the existing board. If an unopposed candidate runs for Chair and does not receive a simple majority, the duties of Chair will be assumed by the elected Vice-Chair Internal, but if none, then Vice-Chair External, then Vice-Chair Finance, then the existing board will need to appoint a supervisor until the role of Chair is fulfilled.

Spring elections shall be completed before the end of spring quarter. The transition retreat will take place soon after Spring Elections are completed.

Fall elections shall be completed during the first half of fall quarter. The fall retreat will take place soon after Fall elections are completed.

Section VI: Approval of New Officer Position

Approval of $\frac{2}{3}$ of the KP voter turnout is needed in order for a new officer position to go in effect. Once $\frac{2}{3}$ is reached, the Chair may appoint that officer with 80% approval of the existing board or may be added to the ballot of the following election.

Section VII: Risk Management and Liability

Kaibigang Pilipino at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself. Kaibigang Pilipino at UC San Diego understands that the University does not assume legal liability for the actions of the organization. KP 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 the Center for Student Involvement, online or in person (in person by request only). KP 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.

Section VIII: Finances

At least one (1) fundraising event will be held each quarter. A budget request form including but not limited to, all traditional events will be submitted to A.S. UC San Diego at the appropriate time. Each coordinator shall create a budget with the Vice-Chair Finance for their corresponding events.

All board members who have access to external KP accounts, which include but are not limited to: Venmo, cash box, and the Debit Card, are under liability for any misuse of funds. After investigation if it is found that funds are misused, KP Board must decide on just and fair forms of accountability, according to the constitution's bylaws in addition to payment for losses.

Section IXa: Constitutional Amendments

If any officer or member of KP believes that changes to the Constitution should be made, the officer must follow the proper channels for amending the Constitution.

An amendment to the Constitution can be added if it is ratified by $\frac{2}{3}$ of the KP voter turnout.

Proposed amendment must be presented, formally and in writing, to the officers of Kaibigang Pilipino. Once approved by the officers, the proposals will be put on a ballot for voting by the general body. If the proposal is not ratified by 80% of the voting body, the proposal may not be voted on again during that academic year.

Section IXb: Revisions

The existing board is responsible for reviewing and making necessary revisions to the Constitution at least twice a year, including at the transition retreat (that would mean as incoming board (1) and outgoing board (2)).