

BURMESE STUDENT ASSOCIATION CONSTITUTION

ARTICLE I. NAME OF ORGANIZATION

The organization shall be called **Burmese Student Association at UC San Diego** (hereafter referred to as **BURSA**)

ARTICLE II. STATEMENT OF PURPOSE

The purpose of the Burmese Student Association at UC San Diego is to:

- a. Assist new incoming UC San Diego students from Myanmar (Burma) in the transition to a new environment.
- b. Help connect Burmese students with the international and domestic student community at UC San Diego.
- 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 Myanmar culture and its traditions.

All activities of this organization must be directed towards these purposes.

ARTICLE III. NONPROFIT STATEMENT

Burmese Student Association at UC San Diego is a non-profit student organization.

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP

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. Membership can be obtained by attendance at any open organization meeting or event for the duration of the school year. There will be no dues or fees required for membership.

Section 1. Hazing Prevention

Burmese Student Association (BURSA) 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).

BURSA also encourages a culture of respect and positive engagement among members through active bystander education and peer mentorship.

ARTICLE V. MEETINGS

1. **Executive Board Meetings:** Held once a week, lasting no more than two hours. Attendance is required for all Executive Board members.
 2. **General Body Meetings (GBMs):** Held at least once per quarter for all members to share updates and plan events.
 3. Non-board members may attend Executive Board meetings.
 4. The President or any other Executive Board member may call for a special meeting if necessary.
 5. The Secretary shall record meeting minutes to document all major discussions and decisions.
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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 1. Removal Process

BURSA shall maintain a fair and consistent procedure for the removal of any member, officer, or president, ensuring due process and compliance with university policies.

Grounds for Removal:

- Failure to perform duties or uphold membership requirements.
- Chronic tardiness, lack of correspondence, or unexcused absences from meetings/events.
- Failure to meet attendance or participation standards.

Process:

1. The individual will receive written notice stating reasons for potential removal and the date of a hearing. During the hearing, both parties may share their perspectives and evidence.
2. A vote will be conducted by the Executive Board; removal requires a majority vote.
3. The final decision will be provided in writing. Allegations of misconduct will be referred to the appropriate university offices (OPHD or SAGE).

If an Officer should decide to resign from his/her position, he/she would have to inform the rest of the Executive Board one quarter ahead. The final decision to release the Officer from his/her position would depend on the Executive Board.

Section 2. Executive Board Officers and Duties

President

- Acts as the head of the organization and chairs all meetings.
- Makes decisions on behalf of the organization when immediate action is required.
- Consults members for consensus on major decisions.
Maintains relationships with outside organizations, sponsors, and alumni.

Vice President

- Manages membership applications and updates the membership database.
Acts as vice-head and assumes presidential duties when necessary.
- Organizes internal events to strengthen club bonds.
- Maintains and updates the BURSA website.

External Affairs & Marketing Outreach

- Serves as liaison between BURSA and other Southern California Burmese Student Associations.
- Coordinates with other UC San Diego student organizations.
- Leads publicity for BURSA events and manages social media accounts.

Secretary

- Manages logistics, scheduling, and internal communication.
- Sends weekly updates regarding meetings, events, and announcements.
- Assists the executive board as needed.

Treasurer

- Manages finances, including collection of dues, sponsorships, and grants.
- Maintains financial records and prepares reports.
- Keeps at least \$300 in reserve in BURSA's bank account.
- Coordinates with the President to handle banking transitions each year.

Section 3. Elections and Terms

1. Elections are held annually during the Fall Quarter.
2. Candidates must submit a "Notice of Intention" to run before the election date but may also declare intent at the start of elections.
3. Members may run for up to two positions.
4. If only one person runs for a position, they are automatically elected.
5. Outgoing officers are responsible for training their successors two weeks before the new term begins.

Section 4: 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. The sitting President and Treasurer must hand over all Burmese Student Association related items to the newly elected President and Treasurer.
 - a. In terms of Burmese Student Association bank accounts, debit cards etc. Sitting President and Treasurer must write a document notifying the bank of the change in positions as well as explicitly naming the newly Elected President and Treasurer as their successors.
 - b. During this process, the sitting President must accompany the newly Elected President and Treasurer to the bank.

ARTICLE VII. RISK MANAGEMENT

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.

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

Potential Risks:

- Event coordination risks (e.g., food handling, equipment setup, cultural performances).
- Travel risks during off-campus social gatherings or community events.

Risk Mitigation:

- Ensuring all events are supervised by officers.
- Requiring waivers for high-risk activities or off-campus trips.
- Following UCSD safety protocols and obtaining necessary approvals.

ARTICLE VIII. FINANCIAL MANAGEMENT

- The Treasurer manages all financial accounts and records.
- All expenditures must be approved by a majority of the Executive Board.
- BURSA may apply for A.S. funding and external sponsorships.
- If an off-campus bank account is maintained, designated signers will be updated annually, with meeting minutes documenting the change.