

## **CONSTITUTION**

### **ARTICLE I. NAME AND PURPOSE**

#### **Section A: Name**

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

#### **Section B: Purpose**

- 1. The purposes of this organization is to:**
  - a. Assist new incoming UCSD students from Myanmar in the transition to a new environment,**
  - b. Foster a sense of community between students from Myanmar,**
  - c. Foster and encourage interaction between members, and**
  - d. Raise awareness of Myanmar and its culture among the general student population.**
  - e. Help connect Burmese students with the international and domestic student community at UCSD**
  - f. Create a fun atmosphere within the club**
  - g. Help non Burmese members of the club learn more about the Myanmar culture and its traditions**
  - h. All activities of this organization must be directed towards these purposes.**

### **ARTICLE II. MEMBERSHIP**

#### **Section A: MEMBERSHIP REQUIREMENTS**

- 1. Membership in the organization is open to all. Membership decisions will not discriminate on the basis of age, race, religion or creed, national origin, ethnicity, gender, disability, or sexual orientation.**
- 2. Persons who wish to become members must fill up the membership application form and have it acknowledged by an Executive Board member.**

#### **Section B: RIGHTS**

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

#### **Section C: WITHDRAWAL OF MEMBERSHIP**

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

### **ARTICLE III: EXECUTIVE BOARD OFFICERS**

#### **Section A: REQUIREMENTS FOR RUNNING AND HOLDING OFFICE**

1. All officers and candidates for office must be currently enrolled full-time UCSD students. This means that candidates must be able to complete their one-year term of office as a full-time UCSD student.
  - a. For Undergraduate students, this states that they must be currently enrolled in at least 12 units per semester.
  - b. For Graduate students, this states that they must be currently enrolled in at least 8 units per semester. If the Graduate student (of PhD student) is attempting a dissertation, he must have clearance either by his department or the Office of International Services that he is a full-time student.
2. All officers must be current voting members of the BSA.

#### **Section B: EXECUTIVE BOARD DUTIES AND RESPONSIBILITIES**

##### **Co-President**

1. The President, on behalf of the members, will act as the heads of the organization.
2. The President will chair all meetings of the Burmese Student Association and will call special meetings as required.
3. In cases where a decision is immediately required but a meeting cannot be scheduled, the President will make decision for the best interests of the Burmese Student Association.
5. The President must consult members and gain a consensus with regards to holding events, or issues requiring membership opinions.
6. The President shall create and maintain good relationships with outside organizations, sponsors, vendors, and alumni, to the best of his/her ability.
7. The President is responsible to the members of the Burmese Student Association and the Burmese Student Association Advisor.

##### **Vice-President of Internal Affairs**

1. The VP of Internal Affairs is responsible for all membership applications, membership registrations, and the updating of the membership database
2. The VP of Internal Affairs, on behalf of the members, will act as the vice-head of the organization.
3. In cases when a decision is immediately required but a meeting cannot be scheduled, and in the absence of the co-presidents, the VP of Internal Affairs will make the decision for the best interests of the Burmese Student Association.
5. The VP of Internal Affairs is in charge of updating and maintaining the Burmese Student Association website
6. The VP of Internal Affairs is responsible for organizing Burmese Student Association in-house get-togethers (ie: dinners, movie nights, etc.) to strengthen the bond within the club

##### **Vice-President of External Affairs & Marketing**

1. The VP Affairs & Marketing will act as an intermediate between UCSD Burmese Student Association and other Southern Californian Burmese Student Association.
2. The VP of External Affairs & Marketing will be in charge of reaching out to other student organizations within UCSD.
3. The VP of External Affairs & Marketing will coordinate and be in charge of publicizing Burmese Student Association events such as but not limited to:
  - a. Fundraisers
  - b. Social mixers
  - c. Cultural events
4. The VP of External Affairs & Marketing is in charge of updating information and events on social media such as, but not limited to:
  - a. Facebook
  - b. Email
  - C. Instagram

#### **Secretary**

1. The Secretary is responsible for all administrative and logistical matters, including the scheduling of venues for events, tables, chairs, and other supporting logistics.
3. The Secretary shall assist in the work of the executive board in any way possible.
4. The Secretary is in charge of communications within the group such as but not limited to:
  - a. Send out weekly email updates such as, but not limited to:
    - i. Meeting updates
    - ii. Upcoming events
    - iii. Commendation emails

#### **Vice-President of Finance**

1. The Vice-President of Finance shall be responsible for the finances of the Burmese Student Association, including collection of membership dues (if any), handling of any sponsorship and grants, and maintaining records and reporting on the financial transaction of the Burmese Student Association.
2. The Vice-President of Finance shall also be responsible for seeking outside sponsorship and subsidies for Burmese Student Association.
3. The Vice-President of Finance shall assist in the work of the executive board in any way possible.
4. The Vice-President of Finance is also responsible for creating financial statements.
5. The Vice-President of Finance should always have \$300 in reserves in the Burmese Student Association bank account.

#### **Section C: NOMINATIONS AND ELECTIONS**

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

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

- 1. All e-board members should explain their job scope and responsibilities to the newly elected e-board members two weeks prior to the official start of their term.**
- 2. Sitting President and VP of Finance must hand over all Burmese Student Association related items to the newly elected President and Treasurer.**
  - a. In terms of Burmese Student Association bank accounts, and 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.**
    - i. During this process, the sitting President must accompany the newly Elected President and Treasurer to the bank.**

#### **Section E: REMOVAL FROM OFFICE**

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

#### **ARTICLE IV: MEETINGS**

##### **Section A: EXECUTIVE BOARD MEETINGS**

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

##### **Section B: SPECIAL MEETINGS**

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

#### **ARTICLE V: AFFILIATIONS**

##### **Section A: UNIVERSITY OF CALIFORNIA, SAN DIEGO**

- 1. This organization is a recognized student organization at the University of California, San Diego, but is not part of the University itself.**
- 2. In all correspondence and business transactions, it may refer to itself as an organization at UCSD, but not part of the University itself.**
- 3. The Burmese Student Association accepts full financial production responsibility for all activities it sponsors.**
- 4. The Burmese Student Association agrees to abide by all pertinent UCSD policies and regulations. Where UCSD policies and regulations and those of Burmese Student Association differ, the policies and regulations the Burmese Student Association will take precedence.**

## **ARTICLE VI: FACULTY/STAFF ADVISOR**

### **Section A: ADVISOR REQUIREMENTS**

- 1. As a recognized student organization at the University of California, San Diego, Burmese Student Association is required to have an official advisor from the UCSD faculty and/or staff.**
- 2. Other persons may serve as special advisors as needed.**

### **Section B: Duties**

- 1. The Advisor must sign the recognition application each year, or whenever officer information changes or amendments are made to the constitution.**
- 2. The Advisor should attend the Executive Board meetings at least once per semester.**
- 3. The Advisor may not vote in Burmese Student Association matters, hold office, or unduly influence decisions of the student organization.**

## **ARTICLE VII: RISK MANAGEMENT**

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

## **ARTICLE VIII: NONPROFIT STATEMENT**

- 1. Burmese Student Association at UCSD is a non-profit student organization.**