

Kaibigang Pilipin@

OF THE UNIVERSITY OF CALIFORNIA, SAN DIEGO

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The Constitution of Kaibigang Pilipin@ (KP) at University of California, San Diego

Section I: Purpose

The name of this undergraduate student organization shall be Kaibigang Pilipin@ (KP) UCSD.

Kaibigang Pilipin@ UCSD, is a non-profit student organization of University of California, San Diego (UCSD) 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 UCSD also understands that the university does not assume legal liability for the actions of the organization. This student organization exists to educate the UCSD and San Diego communities about the many aspects of Pilipin@ culture, as well as to preserve and promote positive images of Pilipin@s. KP also exists to support Pilipin@ students, to strive for equity for all Pilipin@ people, for underrepresented and underserved communities, and to foster a social, political, academic, cultural, and empowering environment.

Section IIa: Kaibigang Pilipin@ Board Officers

Criteria for holding office:

Officers must be a UCSD registered student. 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. The organization will have board

officers with the following titles and responsibilities.

Chair

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 UCSD 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), and Campus Climate Council. 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 STAR (Student Teaching and Academic Retention) Coordinator and KP CORE (Community Outreach to Realize Empowerment) Coordinator. 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 Coordinator). The Chair will oversee the Internship program along with the Internship Coordinator. Prerequisite: This officer must have served on KP main board at least one year in order to apply for this position.

Vice-Chair Internal

The Vice-Chair Internal is responsible for presiding and/or delegating responsibility for all general body meetings. This officer a liaison to the UCSD community, including but not limited to, Kapwa Tao 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 and all-board meetings with the KP STAR Coordinator and the KP CORE Coordinator. The Vice-Chair Internal is responsible for coordinating the yearly welcome event, Orientasyon, 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). The Vice-Chair Internal, with the other Vice-Chairs, assumes all duties of the Chair in the Chair's absence.

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 Freshperson Executive, at least once every school year. This officer is also responsible for organizing and coordinating retention program/events throughout the year. 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 UCSD. 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 UCSD, 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 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, a spring-transition retreat. This officer is also responsible for programming Katipunan during Triton Day, and one all-board retreat in association with both the KP STAR and KP CORE Coordinators. The Vice-Chair External, with the other Vice-Chairs, assumes all duties of the Chair in the Chair's absence. 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 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 UCSD, including, but not limited to, Associated Students (AS), Student Life Business Operations (SLBO), and the Center for Student

Involvement (CSI). This officer enforces officer accountability with the Chair and the Vice-Chairs. 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, High School Conference, and Pilipin@ Cultural Celebration. 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). The Vice-Chair Finance, with the other Vice-Chairs, assumes all duties of the Chair in the Chair's absence.

Academic Director

The Academic Director coordinates study sessions and study groups along with Academic Programmer on KP STAR board. This officer implements retention workshops such as but not limited to, study skills, time management, career options, peer editing services, and self-love/self-care. This officer directs members of KP to academic resources on campus such as OASIS (Office of Academic Support and Instructional Services), and SPACES (Student Promoted Access Center for Education and Service). This officer is the official liaison to SIPHR (Student Initiated Programs for Holistic Retention) steering committee and is recommended to attend (1) meeting per quarter. This officer is responsible for coordinating in collaboration with the Alumni Liaison to retain the College to Career (C2C) program, which include logistics, recruitment, and communication.

This officer actively pushes for an institutionalized Pilipin@ Studies program at UCSD and promotes class offerings related to this program including but not limited to the Heritage Language Program (LIHL 112 & 132) and "Comparative Filipino and Vietnamese Identities and Communities" (ETHN 126) to the UCSD community at large. This Director is responsible for coordinating the logistics and curriculum of TDGE 198: Pilipin@ Performance along with the Co-Cultural Coordinators and (Mis)representation and ETHN 198: Special Studies Class on Contemporary Pilipin@ Issues along with the Social Awareness Coordinator, Gender and Sexuality Awareness Coordinator and Community Activism Advocate. This position navigates through departments for the establishment of a directed group studies course, including but not limited to the Ethnic Studies and the Literature Departments.

This officer is responsible for the departmental logistics of forming the class along with the Academic Programmer in KP STAR. This officer is not required to facilitate the student run class (i.e. creating the syllabus, implementing readings, and facilitate discussions) with the facilitators of the class. The Academic Director is the coordinator of the academic component of KP STAR; the Academic Programmer of KP STAR board will assist this officer in the logistics and programming of this officer's events and programs.

Alumni Liaison

The Alumni Liaison is responsible for creating and maintaining contacts and networks with KP alumni. This officer collaborates with the UC San Diego Pilipino/Pilipinx Council (PAC) to plan events for alumni and notifies alumni of upcoming events within Kaibigang Pilipin@ and the Pilipin@ community. This officer is responsible for planning and coordinating one alumni project or initiative per quarter, as well as the annual Pilipin@ Graduation ceremony (P-Grad). The Alumni Liaison also coordinates workshops and events geared towards the graduating class that facilitate the transition from undergraduate to alumni life. This officer will also serve as a liaison between alumni and undergraduates to provide information of resources and networks. This officer coordinates the Ourstory Gala with the Vice Chair External and Ourstorian (only applies to every 5th anniversary year). The Alumni Liaison will also be coordinator of the alumni component of KP STAR. This officer is responsible for coordinating in collaboration with the Academic Director to retain the College to Career (C2C) program, which includes logistics, recruitment, and communication. This officer is not required to attend the program itself.

Freshperson Executive

The Freshperson Executive officer position can only be held by a first year freshperson. The Freshperson Executive coordinates freshperson activities. This officer implements and coordinates workshops for freshpeople and transfer students of informational, social, cultural, political, academic, and empowering value through coordinating with, but not limited to, Political Awareness Coordinators, Co-Cultural Coordinators, Academic Director, and Youth Outreach Coordinators. This officer is in charge of fundraising for an annual traditional gift to the graduating undergraduates during Pilipin@ Graduation. This officer is also one of the Kuya/Ate/Ading Co-Directors on KP STAR (Student Teaching and Academic Retention). With the Vice-Chair Internal, the Freshperson Executive coordinates the Kuya/Ate/Ading component of KP STAR through retention events and programs. This officer has the authority to appoint a transfer student representative with the approval of the Chair and Vice Chairs.

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 listserv and 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 BBQs.

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, Coalition for Critical Asian American Studies (CCAAS), 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 Pilipin@ and UCSD communities. This officer may act as a representative of KP at various conferences, both at UCSD 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 Pilipin@ American History Month (PAHM) events, as well as the annual Pilipin@ Awareness Week (PAW) and a Pinay Appreciation Dinner (PAD). This officer also in charge of facilitating the special studies class ETHN198- Contemporary Pilipin@ Issues during Winter Quarter with the Gender & Sexuality Coordinator and Community Activism Advocate.

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) and Kamalayan Kollektive (KK) by attending at least one QTPOC and KK meeting or 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 Pilipin@ and UCSD communities. This officer, along with the Community Activism Advocate and the Social Awareness Coordinator, is in charge of leading Critical (or Conscious) Corners at GBMs that discuss issues that affect the Pilipin@ community, as well as facilitating the ETHN198 special studies class on Contemporary Pilipin@ Issues during Winter Quarter. This officer can act as a representative to various campus community meetings and events, including but not limited to: SAAC, Campus Climate Council, CCC Affiliates Conference, APIMEDA, and CCAAS. 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 Pilipin@ American History Month (PAHM) events, as well as the annual Pilipin@ 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.

Community Activism Advocate

Community Activism Advocate promotes and advocates Pilipin@ activism and social justice and serves as the liaison for KP to San Diego community organizations, if applicable. This officer serves as a liaison to the Pilipin@ Studies Project (PSP). 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: Campus Climate Council, CCC Affiliates Conference, APIMEDA, and CCAAS. This officer also co-coordinates Pilipin@ American History Month (PAHM) events, as well as the annual Pilipin@ Awareness Week (PAW) events, with the Social Awareness Coordinator and the Gender & Sexuality Awareness Coordinator. 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 Pilipin@ and UCSD communities. This officer, along with the Gender and Sexuality Awareness Coordinator and the Social Awareness Coordinator, is in charge of leading Critical (or Conscious) Corners at GBMs that discuss issues that affect the Pilipin@ community, as well as facilitating the ETHN198 special studies class on Contemporary Pilipin@ Issues during Winter Quarter.

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 officer, along with Vice Chair External are an official liaison to FCC. These duties include but are not limited to FCC retreat, preview night, and social events. 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, weekly newsletter, text messaging service, website, and social media platforms such as Facebook, Instagram, and Twitter. This officer must enforce the graphics request form – in which board members must be 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 should be able to follow the graphic standards that are installed in order to maintain the professionalism and aesthetic of the organization.

Youth Outreach Co-Coordinators (2)

The Youth Outreach Co-Coordinators are responsible for the planning of the annual High School Conference and at least one additional outreach and empowerment program. Coordinators directly work with high school students to encourage the pursuit of higher education, to help recruitment for UCSD, and to offer support for Pilipin@ youth in, but not limited to, San Diego County. These officers serve as Youth Outreach Coordinator and Youth Empowerment Coordinator on KP CORE. The distinction between the two positions lies in the different responsibilities in planning and organizing the High School Conference as well as their tasks involving CORE. The Youth Empowerment officer deals with logistics regarding the conference, which includes, but is not limited to, SPACES Program Proposal. Whereas, the Youth Outreach officer has tasks geared towards outreaching to high schools and promoting events. In the absence of CORE coordinator, one officer is required to attend the weekly Student Initiated Access Programs and Services (SIAPS) meetings. As Co-Coordinators, these officers, along with KP CORE

Board, are responsible for helping plan quarterly Shadow Days and enCORE. These officers are also responsible for having an Empowerment Corner at GBMs at least once a quarter. Additionally, the Youth Outreach-Co-Coordinator must fundraise in order to maintain 1 annual KP Scholarships for high school seniors.

Co-Cultural Coordinators (2)

The Co-Cultural Coordinators will direct the organization of the annual Pilipin@ 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 managers (2) and Kantahan directors (2). They will also organize and oversee cultural performances, including but not limited to Magkasama, Marshall Cultural Celebration, and Overnight Opening Dinner. They assist the Vice-Chair Finance and/or Operations Manager with fundraising efforts for PCC. The Co-Cultural Coordinators are in charge of organizing Cultural Corners at GBM(s) and leading the class TDGE 198: Pilipin@ Performance and (Mis)representation during Winter Quarter of the school year. These officers actively promote increased education and awareness of Pilipin@ culture and history for the benefit of the UCSD population.

Activities Coordinator

The Activities Coordinator plans and coordinates most social events. This officer's Fall Quarter responsibilities include Welcome Week activities such as 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 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 Pilipin@ to participate for UCSD 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 leading KP Fit and coordinating its activities. This officer is also responsible to do at least one health related event and at least one event with at least one other organization annually.

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 of said media to all board members and the community. 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 with the responsibility of updating and maintaining the KP Facebook, Instagram, Snapchat, website, and Twitter. Archives of all media and documents are due by the following school year. This officer is required to head media related committees of events such as Magkasama, High School Conference, and Pilipin@ Cultural Celebration, but may appoint an external member to assist if necessary. This officer is also responsible for making board members fill out 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 (only applies to every 5th anniversary year).

Internship Coordinator

The Internship Coordinator organizes the internship program for KP alongside the KP Chair. This officer will create a class syllabus and contract for the internship program which will outline the class meetings and expectations throughout the school year. This officer will create class slides, create meeting minutes, and facilitate class meetings along with other KP board members throughout the school year. This officer 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 development, leadership, and KP ourstory knowledge among the interns so that they may serve as role models for the KP and UCSD community. This officer will oversee the intern-led events throughout the school year, including but not limited to fundraisers, GBM, and workshops. Prerequisite: This officer must have served on KP main board at least one year or has gone through the Internship program in order to apply.

Section IIb: 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 Pilipin@ 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.

3. Appointed Offices/Unfilled Positions

If any officer resigns before the end of his/her term, or if there is an unfilled position after elections have been conducted, the Chair may appoint that position with 80% approval of the entire existing board after an interview process. The entire board shall assume the responsibilities of any unfilled positions until it is filled.

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.

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

If the executive positions are left unfilled for 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.

4. Retreat/Transition

It is mandatory for all officers to attend all retreats, including but not limited to summer, fall, winter, and spring. Newly elected executives (Chair, Vice-Chair Internal, Vice-Chair External and Vice-Chair Finance) will set the date and time during the summer after they have been elected. 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.

Section IIIa: Elections

The following positions will be elected every spring quarter: Chair, Vice-Chair Internal, Vice-Chair External, Vice-Chair Finance, Marketing and Communications Manager, Co-Cultural Coordinators (2), Social Awareness Coordinator, Activities Coordinator, Academic Director, Youth Access Co-Coordinator (2), Alumni Liaison, Recreational Director, Gender & Sexuality Awareness Coordinator, Community Activism Advocate, and Ourstorian.

The following positions will be elected every fall quarter: Operations Manager and Freshperson Executive.

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

Section IIIb: Voting Process

A minimum of three (3) days and a maximum of five (5) 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 in the case of three or more candidates 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 yes/no. If an unopposed candidate does not achieve 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 simple majority, the three Vice-Chairs will assume the position of Chair.

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 IVa: Officer Meetings

Officer meetings will be held on Monday evenings. Meetings can be adjusted quarterly or yearly with the consent of 80% of all officers.

Section IVb: 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 V: 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. UCSD 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 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 VI: Membership

Members must be registered in the KP listserv and have participated in a KP sponsored event, excluding fundraising events. Members can be UCSD registered students, staff and/or faculty. The organization will be predominantly comprised of UC San Diego students.

Section VII a: 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 Pilipin@. 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 VII b: Revisions

The existing board is responsible for reviewing and making necessary revisions to the Constitution at least once a year.

Section VIIIc: 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 VIII: Risk Management and Liability

KP is a registered student organization at University of California, San Diego, but not part of the University itself. KP at UCSD also understands that the university does not assume legal liability for the actions of the organization. KP at UCSD 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.