

**CONSTITUTION OF THE FILIPINO AMERICAN STUDENT ASSOCIATION**

**FOUNDED APRIL 5, 1991**

**OLD DOMINION UNIVERSITY**

**NORFOLK, VIRGINIA**

**LAST AMENDED ON JULY 2, 2022**

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## **PREAMBLE**

We, the members of the Filipino American Student Association at Old Dominion University, do establish and maintain this association as a campus organization and adopt this constitution.

## **ARTICLE 1: NAME**

The official name of this organization will be the Filipino American Student Association of Old Dominion University

## **ARTICLE 2: PURPOSE**

The Filipino American Student Association of Old Dominion University, hereafter referred to in this document as ODU FASA, has two primary purposes. The first purpose is to contribute to the awareness and preservation of Filipino and Filipino American culture. However, it should be stated that our organization is open to everyone of every culture. The second purpose of this organization will be to represent the large percentage of Filipinos at Old Dominion University, hereafter referred to as ODU, socially and educationally. ODU FASA will establish and maintain a cooperative relationship with ODU, the students, and the community.

## **ARTICLE 3: MEMBERSHIP**

*Section 1:* ODU FASA offers three types of membership: Associate, Official, and Honorary membership. ALL members are obligated to follow the ODU FASA constitution and are subject to the Honor Code at Old Dominion University.

1. Associate membership is available to all individuals interested in serving the purpose of FASA at ODU and TCC. These are members who choose not to pay membership dues, are not entitled to any voting privileges, cannot nominate other members to run for office, are not able to run for any office in ODU FASA, and are not entitled to all other official membership benefits.
2. Official members, who are students at ODU or TCC, are required to pay dues. Official members are entitled to full participation and voting privileges. They are also entitled to other privileges as determined by the Executive Board.
3. Honorary membership is available to persons who have contributed to the betterment of ODU FASA, including non-graduated Executive Board and Council members. Any official member can nominate prospective honorary members, in writing, to the Executive Board. The Executive Board shall have the power to approve or veto any nomination. Honorary members have no voting privileges and their term of membership shall be for life.

Official membership shall be effective upon receipt of membership application and dues. Violation of ODU FASA guidelines or University conduct is grounds for disciplinary action, which may include revocation of membership. Revocation is subject to appeal to the ODU FASA Executive Board or Advisor within one week of such action.

- Active involvement is defined by the following: attendance and participation at the majority of ODU FASA general meetings and events. This is subject to the discretion of the Executive Board, with the consideration of the General Body.

### *Section 2: Membership dues*

ODU FASA membership due amounts are set by the ODU FASA Executive Board yearly. Membership dues are required for Official membership and offer specific benefits, which are determined yearly by the ODU FASA Executive Board.

### *Section 3: Big-Little Eligibility*

The big and little program begins every Fall semester. Criteria for this program includes:

- Paid ODU FASA Membership
- Current or incoming ODU Student of the current academic school year
- May only apply once to become a little
- Big reapplications will be under the discretion of the Executive Board

*Section 3: Kuya/Ate/Ading Mentorship Program:*

*Subsection 1: Purpose*

*As of the 2021-2022 school year, what has been previously known as FASA's "Big and Little Mentorship Program" will be the "Kuya/Ate/Ading Mentorship Program" for the foreseeable future. The goals of the Kuya/Ate/Ading Mentorship Program are to promote and cultivate mentorship, a sense of belonging, and cultural awareness through the pairing of more experienced FASA members (mentors) and newer FASA members (mentees). Mentors are encouraged to invite their mentees to attend cultural workshops and Culture Night meetings with them to uphold the goals of the program.*

*Subsection 2: Mentorship Program Structure:*

*The Kuya/Ate/Ading program begins every Fall semester. It will begin with a series of relationship-building and educational events throughout the month of September as a means of building rapport and establishing new connections between FASA members. These start-of-the-year events are always open to general members and prospective/returning mentorship program members. The content of these events is approved by the Executive Board and facilitated by various Council Officers. "Challenges" are prohibited as events.*

*Following the series of events in September, FASA may hold a Filipino History Month Dinner. This event will be open to all members of the organization while still allowing members of the mentorship program to build mentor-mentee relationships, and while still giving all organization members an opportunity to gather, socialize, and think critically about Filipino history. As of 2021, this dinner event takes place of FASA's traditional "Inductions" event, which was part of the previous Big and Little program, for the foreseeable future.*

*Subsection 3: Eligibility:*

Criteria for the Kuya/Ate/Ading Program is as follows:

- Paid ODU FASA Membership
- Current or incoming ODU student of the current academic school year
- May only apply once to become an Ading
- Kuya and Ate reapplications will be under the discretion of the Executive Board

**ARTICLE 4: THE EXECUTIVE BOARD AND COUNCIL**

*Section 1:* The Executive Board of this organization shall be President, Internal Vice-President, External Vice-President, Secretary, and Treasurer.

*Section 2:* The duties of the officers shall be as follows:

**President:**

- Preside over meetings
- Act as spokesperson
- Share all tasks with entire Executive Board
- Provide positive leadership
- Delegate responsibility, share authority and facilitate without discrimination among members
- Know the talents and abilities of his/her organization members and use them to the best advantage of the organization
- Lead meetings and discussions by:
  - Encouraging expression of individual ideas
  - Making every meeting significant for the participants
  - Planning agendas with officers and advisors
  - Keeping discussion orderly and democratic
- Serve as or delegate an individual as a liaison to community organizations that benefit the purpose of ODU FASA.

**Internal Vice-President:**

- Preside over meetings in President's absence
  - Maintain efficiency within the internal operations of the organization
  - Network and serve as the main liaison to recognized organizations at ODU ●
- Attend other organizations' meetings by representing ODU FASA
- Aid in recruitment and welcoming events (emphasis on incoming freshmen and transfer students i.e. at Preview, Orientation, Fall Organization Involvement Fair, etc)
  - Attend Heads of the Family meetings with the President
  - Store/make archives (timeline of all past officers)
  - Act as the alumni liaison and organize meetings with the FASA Alumni Board. ●
- Report to the President

**External Vice-President:**

- Preside over meetings in President's and Internal Vice-President's absence
- Represent FASA to and maintain relations with the Filipino Intercollegiate Networking Dialogue (FIND) District 7, Representative and keep FASA members updated regarding FIND events
- Recruiting (emphasis on high school students in the Spring semester, i.e. visiting local high schools, attending high school and community events, etc.)
- Networking with businesses, especially Filipino-owned
- Serve as, with the President, or delegate an individual as a liaison to community organizations and affairs that benefit the purpose of ODU FASA
- Store/make archives (timeline of all past officers)
- Report to the President

**Treasurer:**

- Know and abide by the financial policies and procedures of ODU as cited in the ODU Honor Code
- Meet with the finance officers of the Leadership & Student Involvement (LSI) and the Student Government Association (SGA).
- Maintain an accurate financial record of the organization's expenditures and income in hard copy form to prepare a budget for the present year with the Executive Board's consent ● Aid in preparation of the budget request for the following year with the Executive Board's consent and general body considerations
- Update account and allocation balances bi-weekly
- Organize programs to raise funds for ODU FASA
- Must coordinate fundraising events at least once a month or as deemed necessary by the Executive Board, excluding special events
- Report to the President

**Secretary:**

- Take, maintain and report the minutes of every meeting
  - Keep and make available all attendance records, committee rosters, reports, petitions, roster of members, constitution, and any other lists helpful to members;
  - If necessary, read minutes of past meetings
  - Make copies of documents as needed
  - Organize ODU FASA Google Drive
  - Compile officer schedules and phone numbers
  - Reserve rooms or specific venues for all ODU FASA activities, meetings, and events ●
- Inform entire Executive Board and Council about upcoming Executive Board and Council meetings
- Frequently check and obtain mail from ODU FASA's mailbox at Leadership & Student Involvement (LSI)
  - Maintain a list of ODU FASA members via Monarch Link
  - Report to the President

*Section 3: Criteria for Executive Board office:*

**President:**

- Current enrollment at ODU
  - Junior / Senior / Graduate Student standing during actual term of office
- At least four semesters at ODU
- One year active involvement in the ODU FASA
- GPA minimum of 3.00
- Priority must be given to those who have served one (1) year on the Executive Board before any outgoing Council member is considered.

**Vice-presidents:**

- Current enrollment at ODU
- Sophomore / Junior / Senior / Graduate Student standing during actual term of office ●  
At least Four semesters at ODU
  - One year active involvement in ODU FASA Executive Board or Council
- GPA minimum of 2.75

**Treasurer:**

- Current enrollment at ODU
  - One year active involvement in ODU FASA Executive Board or Council
- GPA minimum of 2.5

**Secretary**

- Current enrollment at ODU
  - One year active involvement in ODU FASA Executive Board or Council
- GPA minimum of 2.5

*Section 4: Council:*

*Subsection 1: Standing Council and their duties are as follows:*

- Culture Liaison Chair (up to 2)
  - Organize and coordinate CIPHER, which should be held in fall semester every year ● Organize and coordinate various cultural lessons for FASA members. There should be at least three cultural lessons per semester
  - Work in conjunction with all of Executive Board
  - Report to designated overseeing Executive Board member.
- Culture Night Chair (up to 2)
  - Organize and coordinate Culture Night, which should be held every spring semester ●  
Work in conjunction with all of Executive Board for Culture Night
  - Complete script prior to the start of fall semester. If not possible, deadline can be extended at the discretion of the Executive Board
  - Hold auditions/casting before the end of the Fall semester
  - Report to designated overseeing Executive Board member
- FIND D7 Representative (2)
  - Attend FIND D7 representative meetings as required by the FIND D7 Executive Board ●  
Complete duties delegated by the FIND D7 Executive Board
  - Serve as liaison between ODU FASA and FIND D7
    - Make ODU FASA travel and boarding arrangements for FIND D7 events
  - Work in conjunction with the External Vice President
  - Report to designated overseeing Executive Board member
- Public Relations Chair (up to 2)
  - Keep ODU FASA members informed with the past as well as upcoming events by way of a weekly newsletter
  - Promote, advertise, and publicize all ODU FASA meetings and activities via social media (Facebook, Instagram, Twitter, Youtube, Snapchat)
  - Assist Historian to create end-of-the-year slideshow (throughout the whole school year) for major events and an optional scrapbook

- To keep the ODU FASA website updated as needed
- Report to designated overseeing Executive Board member
  
- Historian (up to 2)
  - Keep documentation (visual and a detailed description) of all ODU FASA events and activities via Facebook posts, FASA website, or Flickr account.
  - Record all events through picture taking
  - Assist Public Relations Chair with the ODU FASA social media (YouTube, Facebook, Instagram, Snapchat)
    - Upload all photos to the ODU FASA Flickr page in a timely fashion
  - Keep the ODU FASA website updated as needed
    - Create the end-of-year slideshow that will be presented during Culture Night
  - Report to designated overseeing Executive Board member
  
- Sports Chair (up to 2)
  - Organize athletic events through ODU intramural programs and ODU athletics
  - Should organize at least 1-2 intramural team sports each Fall and Spring Semester. ○ Must coordinate athletic events through the interest of the general body members and availability
  - Report to designated overseeing Executive Board member.
  
- Social Chair (up to 2)
  - Organize social events for ODU FASA at least once a month.
    - All ODU FASA Social Events must abide by the present ODU Alcohol Policy
  - Responsible for the FASA Big/Little Mentorship Program by connecting members together in order to create lasting relationships between mentor and mentee. **Non participating** Executive Board will also oversee the program and help guide the social chairs with pairings.
  - Responsible for organizing events that will promote a family environment through positive guidance and mentorship (e.g. FASA Inductions, FASA family events, etc.)
  - One year as a Big or Little in the program at ODU is required in order to be elected. ● In order for the pairing process to be fair, those who are organizing the pairings cannot participate in the Big/Little Program.
  - Report to designated overseeing Executive Board member.
  
- Volunteer Chair
  - Organize community service activities for ODU FASA.
  - Maintain communications with Community Service Contacts.
  - Must coordinate community service events at least once a month or as deemed necessary by the Executive Board.
  - Organize events involved in networking or career advancement.
  - Report to designated overseeing Executive Board member.

*Subsection 2: Criteria for Council Office*

- Current enrollment at ODU
- Official membership in ODU FASA for at least one semester and active involvement as determined by the Executive Board
  - In the occasion that no candidate satisfies the above requirement, a freshman and/or a transfer student may be considered for a position as deemed by the Executive Board.
- GPA minimum of 2.0

*Section 5: Executive Board and Council Officer Duties*

Everyone on the Executive Board and Council must:

- Be currently enrolled at ODU
- Be an official member of ODU FASA
- Sign and submit the last page of the Constitution to the Executive Board of ODU FASA ● Promote the awareness of Filipino and Filipino American culture and history via educational activities and events
- Execute a community service activity at least once a semester
  - Attend all Executive Board and Council meetings and General Body Meetings

- Council Officers must meet at least once a month with their respective Executive Board overseer. Executive Board members are responsible for updating the President.
- Update the entire Executive Board and Council at every Executive Board and Council meeting about the status of responsibilities, projects, events, etc.
- After three unexcused absences—all officers must convene and discuss further action and it must be announced to general body
  - Excused absences must be reported 24 hours prior to the event/meeting and are subjected to the President's discretion
  - First Offense warning will be issued verbally by the officer's respective overseer. Second Offense warning will be issued in writing by the entire Executive Board. The Third Offense will result in the removal of the individual from office.
  - **Officers that cannot commit and/or come to a majority of ODU FASA events, which includes but not limited to general body meetings, workshops (Tagalog and/or SFAS), and social events, can be penalized with the same criteria of unexcused absences or an immediate termination by the discretion of the Executive Board.**
- All officers are subject to abide by the Honor Code established by Old Dominion University ● All officers are expected to implement and adhere to the University-approved Action Plan created by the Executive Board of 2021-2022 (Gabriela A. Igloria, Ashley Razon, Reina Remias, Eileen A. Belleza, and Jenna Ramirez) in conjunction with the Office of Student Engagement & Tradition and the Office of Student Conduct & Academic Probation..
  - The Action Plan may be subject to change at the discretion of the University.
  - The Action Plan must remain as public information.
- All officers are responsible to give information to the Public Relations Chair for updating purposes.
  - All officers must have read and understood the guidelines set forth by the ODU FASA Constitution and verify this through a signed contract.
  - Assist in all projects and events coordinated by other Executive Board and Council members.

#### *Subsection 1: Officer Training*

Outgoing Executive Board and Council Officers shall train their successors and provide a written guide for their position to supplement the training. Incoming officers may receive training up to 2 months prior to the beginning of the school year.

#### *Section 6: Elections shall be held in the following manner:*

**Nominations of Executive Board will be open up to two weeks before the Election Day and closed two days prior to the actual voting.** Nominations can be accepted in written correspondence or electronically to the current Executive Board. Individuals have the ability to decline a nomination. In the case that an individual is nominated for multiple positions, the individual is limited to run for 1 (one) Executive position and 1 (one) Council position. Members interested in becoming part of the Council will undergo an application process, and the newly elected Executive board members will interview and deliberate.

The Voting procedures will be as follows:

#### Method of voting

- Elections will be held two weeks before Culture Night at a designated Election event and those who accepted their nomination will give a speech in person or send in a video if unable to attend the meeting
- To hold elections, the majority of the official members must be present and the General Body and will participate in an open panel
- The nominee will then exit the room, so the voters can discuss their opinions without declaring their votes out loud.
  - To count votes, we will utilize an online google form to count the votes.
  - Voters will then make their decisions and use their electronic devices at the end of the Election event. After the adjournment of the Election event, votes will be looked over by at least 1 Organizational Faculty Advisor and 1 non-running member of the outgoing Executive Board. **In the event that this cannot be achieved, ballots must be counted the following day.**
- The candidate who has accumulated the most votes for each position will be the newly



elected officer.

- In the case that a nominee runs unopposed for a given position, members will vote either for the nominee's appointment or decide to abstain. If the position remains vacant, refer to the Vacancies Section.
- No "write-in" votes will be accepted.

Counting of votes: The following voting method will be used

- At least 2 (two) counters consisting of the Organizational Faculty Advisor and 1 (one) non-running member of the outgoing Executive Board. The outgoing Executive Board counter is appointed by the majority vote of the Executive Board prior to Election Day. They will review the google form results and make the decision to agree to the results.

Eligible Voters

- Eligible voters are those members who paid membership dues
- Voters must be present during the nominated officers' speech

*Section 7: Vacancies:*

Vacancies in an office shall be decided through an application process, except when the presidency is vacant. In this case, the Internal Vice-President will become President and an election will take place for the Internal Vice-Presidency. If any Vice-President is vacant, then it is up to the President to decide which member of the Executive Board and Council will take the place of that Vice-President.

- In the event of an extenuating circumstance, the Executive Board can implement a special election under their regulations and stipulations as set forth by the constitution. In addition, if an official election cannot be conducted, a temporary replacement will be appointed by the Executive Board until an official election is made possible.

*Section 8: Inauguration:*

The newly elected Executive Board officers shall be inaugurated at the FASA Culture Night Show. Then the newly elected Council officers shall be inaugurated at FASA picnic, the last Spring event of the semester.

*Section 9: Impeachment procedure:*

An officer may be impeached by a 2/3 vote of the present official members or a petition signed by 2/3 of the official membership.

*Section 10: Term of Office:*

Executive Board positions can be occupied only once by each member. An officer can serve, at most, two (2) terms consecutively in the same office. A person can also opt to run for a different Executive Board Position. As of the 1999-2000 school year, a term is defined as two semesters. Council members must serve a one year term and can serve unlimited terms of the same office. An officer can hold only one Council position and one Executive Board position maximum during the term of an academic year.

**ARTICLE 5: MEETINGS**

*Section 1:* General Body meetings will be held as determined by the Executive Board and Council with a minimum of one meeting per month. Publicity for the meetings should begin at least two weeks prior to the date.

*Section 2:* Executive Board and Council meetings will be held under the discretion of the Executive Board and Council with a minimum of once a month..

*Section 3:* Executive Board meetings will be held under the discretion of the Executive Board with a minimum of once a month.

*Section 4:* The number of people needed to carry on business is at least 1/3 of the official members

*Section 5:* The order of business shall be as follows:

General Body Meetings:

1. Call to Order
2. Announcements
3. Upcoming Events
4. Adjournment

Executive Board and Council Meetings:

1. Call to Order
2. Financial Reports
3. Past Event Review
4. Upcoming Events
5. Round Robin
6. Announcements
7. Adjournment

Executive Board Meetings:

1. Call to Order
2. Financial Reports
3. Past Event Review
4. Upcoming Events
5. Round Robin
6. Announcements
7. Adjournment

*Section 6:* Special Meetings may be held under the discretion of the Executive Board as needed.

## **ARTICLE 6: PARLIAMENTARY AUTHORITY**

*Section 1:* Guest speakers shall be screened and approved by the Executive Board.

*Section 2:* A system of checks and balances will apply within the Executive Board and Council.

## **ARTICLE 7: AMENDMENTS**

*Section 1:* To amend the constitution, the majority of the Executive Board must vote. To pass an amendment, 2/3 of that majority must vote in its favor.

- Proposals must be submitted to the Executive Board one week prior to formal introduction to the floor
- Criteria for proposals must be relevant
- No last minute proposals.

*Section 2:* The amendments will take effect at the next meeting.

**ARTICLE 8: MONETARY PROCEDURES**

The Executive Board must approve any business transactions concerning monetary flow in and out of ODU FASA, including purchases and underwriting income.

Two signatures comprised from the President, Internal Vice-President or the Treasurer shall be required on any checks, purchase orders, contracts, or similar contracts.

Budgeting: The Treasurer will work with the appropriate person in the University in developing and receiving approval of a monetary budget for each academic year. Each Council member applicable should submit his or her individual budgets to the Executive Board for consideration.

**ARTICLE 9: OPERATIONAL PROCEDURES**

The Executive Board is empowered with the right and responsibility to set and amend policies as stated in the constitution of ODU FASA. Official members have the right to examine these guidelines and policies governing Old Dominion University organizations, and it is the responsibility of the Executive Board to make this information available for the staff’s use and review.

**ARTICLE 10: CONSTITUTIONAL REVIEW**

The original Executive Board members of ODU FASA (Grace Malinag, Ed Pabalan, Arnold Lucero, Ron Villanueva, Mary Jean Devera, and Remy Castillo) were the creators of this constitution and realize that this constitution is imperfect. Changes will inevitably be necessary as inadequacies are discovered. Thus, in accordance with the guidelines set forth by the Leadership & Student Involvement, this ODU FASA constitution shall be reviewed at the end of each academic year by the outgoing and/or incoming Executive Board. Article 10 is NOT subject to elimination.

Name: Gabriela A. Igloria

Position: President

**Statement:**

I hereby state that as an ODU FASA officer, I have read the FASA constitution, fully understand the contents within in its entirety, and will abide by it.

*Gabriela A. Igloria*

\_\_\_\_\_  
Signature

7/2/2022

Date

Name: Chelsea Mercado

Position: PR Chair

**Statement:**

I hereby state that as an ODU FASA officer, I have read the FASA constitution, fully understand the contents within in its entirety, and will abide by it.

Chey Mercado

Signature

07/02/2022

Date

Name: Zharina Bustamante

Position: PR Chair

**Statement:**

I hereby state that as an ODU FASA officer, I have read the FASA constitution, fully understand the contents within in its entirety, and will abide by it.

Zharina Bustamante

Signature

July 2, 2022

Date

Name: Kayla Curtis

Position: Historian

**Statement:**

I hereby state that as an ODU FASA officer, I have read the FASA constitution, fully understand the contents within in its entirety, and will abide by it.

Kayla Curtis

Signature

07/02/22

Date

Name: \_\_\_\_\_ Ashley Razon \_\_\_\_\_

Position: \_\_\_\_\_ IVP \_\_\_\_\_

**Statement:**

I hereby state that as an ODU FASA officer, I have read the FASA constitution, fully understand the contents within in its entirety, and will abide by it.

  
Signature \_\_\_\_\_

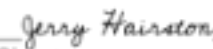
\_\_\_\_\_ 7/2/22 \_\_\_\_\_  
Date

Name: \_\_\_\_\_ Jerry Hairston \_\_\_\_\_

Position: \_\_\_\_\_ Sports Chair \_\_\_\_\_

**Statement:**

I hereby state that as an ODU FASA officer, I have read the FASA constitution, fully understand the contents within in its entirety, and will abide by it.

  
Signature \_\_\_\_\_

\_\_\_\_\_ 7/2/22 \_\_\_\_\_  
Date

Name: Jenna Ramirez

Position: Secretary

**Statement:**

I hereby state that as an ODU FASA officer, I have read the FASA constitution, fully understand the contents within in its entirety, and will abide by it.

  
Signature

07/02/2022

Date

Name: \_\_\_\_\_ Reina Remias \_\_\_\_\_

Position: \_\_\_\_\_ EVP \_\_\_\_\_

**Statement:**

I hereby state that as an ODU FASA officer, I have read the FASA constitution, fully understand the contents within in its entirety, and will abide by it.

*Reina Remias*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

7/2/22

Name: Jemelyn Grace Baldisimo

Position: Culture Chair

**Statement:**

I hereby state that as an ODU FASA officer, I have read the FASA constitution, fully understand the contents within in its entirety, and will abide by it.



Signature

July 3, 2022

Date