

# Hmong Student Association Constitution

## Hamline University

### **Article I: Official Name**

This organization shall be named Hmong Student Association, henceforth known as and referred to as Hmong Student Association or H.S.A.

### **Article II: Purposes**

Hmong Student Association shall be established to,  
expose members of the Hamline Community to contents such as Hmong history, culture, traditions, and community.  
promote and encourage Hmong youth to continue their education beyond high school.  
improve the Hamline community and the broader Hmong community by serving as a resource for volunteering.  
establish a relationship with other higher education institutions and the Hmong community.  
develop and refine leadership and communication skills amongst members.  
provide a strong academic and social support system for members on campus through meeting and social activities.

### **Article III: Membership**

Section I: Shall not Discriminate

This organization shall not discriminate on the basis of race, gender, religion, ethnicity, age, social status, political affiliation, sexual orientation, and/or physical/mental disability.

Section II: Eligibility

All Hamline University College of Liberal Arts (CLA) students, Graduate Students, Law Students, Staff, and/or Faculty members are eligible to become members.

(Only CLA students are eligible to receive financial benefits.)

### **Article IV: Administration**

Section I: Administrative Positions

Hmong Student Association shall be administered by the following administrative positions:

- I. President
- II. Vice-President
- III. Secretary
- IV. Treasurer
- V. Public Relations (Internal)
- VI: Public Relations (External)
- VII. Hmong Month Coordinator/ Conference Coordinator
- VIII. Website/Technology Coordinator

Section II: Duties and Responsibilities

The duties and responsibilities of the aforementioned administrative positions shall be as follows:

President:

shall act as a leader and an administrator over H.S.A. by maintaining, promoting, and executing the goals of H.S.A.  
shall supervise over H.S.A. at all events and conferences  
shall have the authority to appoint committees and their presiding chairs  
shall have the authority to sign letters or documents necessary to carry out the will of the organization.  
shall along with the treasurer, endorse all H.S.A. checks  
shall set up the agenda for every group meeting

Vice-President:

shall advise and assist the President on all matters concerning H.S.A. shall take responsibility and presume the aforementioned duties of the President during the absence of the President shall preside over every group meeting

shall direct and lead, along with the Treasurer in all fundraising efforts

Secretary:

shall maintain and record minutes from all meetings

shall handle and direct publicity needs with the Public Relations

Officers

shall inform members and executive board members of up-coming meetings and/or events

Treasurer:

shall keep a record of the organizational budget, including expenses and other budgetary concerns, i.e. budget proposal

shall direct and lead, along with the Vice-President in all fundraising efforts

report H.S.A.'s financial accounts at meetings

shall, along with the President, endorse all H.S.A. checks

Public Relations Officer:

Internal:

shall establish and maintain involvement within the Hamline Community, i.e. HUSC, MISA, Multicultural Alliance, etc.

shall be responsible, along with the secretary to assess and direct all internal publicity needs

shall take on the External PR's responsibilities if an absence of some sort occurs

External:

shall establish and maintain involvement outside of the Hamline Community, i.e. TCAR, HCSM, Hmong Community, Larger Community

shall be responsible, along with the secretary to assess and direct all external publicity needs

shall take on the Internal PR's responsibilities if an absence of some sort occurs

Hmong Month Coordinator/ Conference Coordinator:

shall be responsible for the overall success of Hmong Month

shall work alongside all officers to promote and plan all H.S.A. events  
shall be responsible for coordinating all that is necessary to attend the annual student conference for H.S.A.

Website/Technology Coordinator:

shall be responsible of keeping the H.S.A. website up to date  
shall be responsible for creating publicized materials, i.e. flyers and posters.

Section III: Liabilities of Officers

Liabilities of Officers shall be within accordance with the following rules:  
An Officer or any person acting on behalf of H.S.A. shall not be held personally liable for their actions if he/she performs their duties within reasonable bounds.

Lawsuits against any individual acting on behalf of the organization should be directed at the organization and taken up with the appropriate administrative authorities at Hamline University

Section IV: Terms of Offices

The Terms of Office shall be in accordance with the following rule-  
There shall be no limit on the amount of times a person may run and/or be nominated for election

No person shall, at any given time be allowed to hold two different positions on the executive board

All newly-elected Officers shall assume their position immediately after final election results are officially declared by the H.S.A.

Executive Board

Each annual term of office shall expire in mid-Spring Semester

Section V: Resignation

Any officer maintains the right to willfully resign from their elected duties any time he/she wishes

The individual wishing to resign must submit a resignation letter to all of other Executive Board Members and/or Advisor to officially proclaim their resignation

Section VI: Succession of Offices

In the event that the office of the President becomes vacant, the line of succession shall be as follows:

- I. Vice-President
- II. Treasurer
- III. Secretary
- IV. Public Relations Officer (Internal)
- V. Public Relations Officer (External)
- VI. Hmong Month/Conference Coordinator
- VII. Website/Technology Coordinator

In all other offices besides the President, the line of succession will follow the aforementioned order, but the current officers have the right to decline

their advancement of office, in which if occurs, a special election will be held to elect a new officer

#### Section VII: Qualifications

The Qualifications of Candidates for office positions must meet the following requirements:

must be a registered student in attendance at Hamline University's College of Liberal Arts for the entire academic year of elected office

must be a member of H.S.A. at time of nomination

#### Section VIII: Impeachments

An impeachment of any officer shall be initiated in any general meeting by at minimum: one current officer and one current member.

The impeachment will then be tabled for one week, in which a majority vote is required at the following general meeting to impeach the officer

#### Section IX: Elections

I. Nominations are defined as a formal presentation of the name of a member as a candidate for any executive office of H.S.A.

The process of nomination shall be secret-ballot and shall be as follows:

The President shall call and recognize nominations from members in a general H.S.A. meeting

All nominations shall include the name of the candidate and the position of office they are seeking

You may nominate yourself or be nominated by any H.S.A member

The nominee must accept their nomination to be eligible to be put on the ballot

II. Voting rule and regulations will be as follows:

All members are entitled to only one vote per position

Only members are eligible to vote in the election

The election process shall be done by secret ballot

The current executive board shall preside over the election

and shall be the one to tally the votes, unless it is for a position they are currently seeking

III. Challenging election results shall be as follows:

All challenges to an election should be filed with the presiding officers

An election may only be challenged up until two weeks after the election

After a challenge, the exact results must be presented to the

Members in a general meeting

### **Article V: Executive Advisor**

#### Section I: Advisor

The executive officers shall select one person by majority vote to be an organizational Advisor

The Advisor shall advise, assist, and supervise meetings and events conducted on behalf of H.S.A.

The Advisor shall have no voting power in conducting the business of the organization

The duration of the Advisor's term shall be maintained by the elected officers

#### **Article VI: Meetings**

Section I: Place of Meetings

The place of meeting shall be decided by majority vote of Executive officers

Section II: Quorum for General Meeting

A majority (51%) of members and officers present constitute a general meeting quorum

Section III: Quorum for Officers' Meeting

Two-thirds (2/3) of the officers must be present to constitute an officer's meeting

#### **Article VII: Amendments**

Any amendment to the constitution shall require a two-thirds (2/3) vote of approval by members at a general meeting

#### **Article VIII: Dissolution Statement**

In the case that the members of this organization shall deem it necessary to dissolve, the remaining money acquired through fundraising shall be donated to charitable non-profit organizations. All possessions owned and purchased with H.S.A. money shall be sold and/or donated and the proceeds given to charitable non-profit organizations. All money acquired through the budgetary process shall be returned to Hamline University Student Congress