

# CONSTITUTION

*Hmong Student Union*

*Fox Valley Technical College*

## I. Name

The name of this organization shall be **Hmong Student Union** of Fox Valley Technical College, Appleton, WI

## II. Purpose

Support Hmong students in programs

Have a voice in the Student Government of FVTC

Provide opportunities for its members to learn and experience aspects of various cultures of the United States and other countries

## III. Membership

Membership is open to all students attending credit classes at Fox Valley Technical College.

## IV. Member Rules

Section (1) Each member of the association has the responsibility to attend scheduled club meetings.

Section (2) A member is someone who participates in at least one activity. This includes club meetings.

Section (3) Membership is free

Section (4) Each member is allotted one vote per presented issue. Only members present at any given meeting will be allowed to vote on present issues. A 2\3 vote is needed to pass.

Section (5) Any member of the club who commits an act negatively affecting the interest of the club and its members may be given disciplinary action.

Section (6) Member disciplinary action:

- 1) Warning and review of behavior by Executive Board
- 2) Bar from club activities, committees, and voting rights for a time as to be determined by executive Board.
- 3) A two-thirds majority vote by Executive Board will result in the removal of the individual from the club and the loss of any privileges associated with the club for a time as to be determined by Executive Board.

## V. Meeting Dates

Section (1) Officers of Hmong Student Union shall consist of the following: President, Vice-president, Secretary, Treasurer, and two (2) representatives to the Student Government Association of FVTC Appleton. They shall constitute the Club's Executive Committee. Other officers may be designated as desirable.

Section (2) Qualifications of candidates for office: Candidates running for office must be a member of HSU, be in good academic standing, and be enrolled at FVTC for the entire academic school year\semester in a *credit* class. This is in accordance with SGA rules and regulations as

stated in the SGA Constitution in case direct interaction with SGA is necessary.

Section (3) The officer positions of the club shall be nominated and elected by a majority vote at the end of each academic year.

Section (4) Each officer will serve a one-year term and can be re-elected.

Section (5) Officers must attend all scheduled board and club meetings, unless there is reasonable excuse for being absent.

Section (6) A reasonable excuse is to be determined by the board.

Section (8) If any officer must resign his/her position, a special election will be held at the next regular meeting of the Club to fill that position.

Section (9) If no candidate is running for an officer's position, The Executive Board shall, by majority vote, appoint or nominate, from amongst the membership of the Hmong Student Union, a person(s) to fill any and all existing vacancies.

Section (10) No club member is allowed to act as an election official if they are running for a position on the incoming executive.

## VI. Committees

Section (1) Committees of the club shall be established by the Executive Committee at any regular meeting as is required.

Section (2) The Executive Committee will designate the Committee Chairperson from a list of members who are willing to serve.

Section (3) The student representatives of College boards and committees shall have the functions and duties as stated. They shall act as the official representatives of HSU on the committee upon which they have been appointed. They shall promote, support and protect the status, interests, and general well being of the members of HSU. They shall respect the views of the board(s). They shall initiate, maintain, promote and conclude any business or matters that may affect the members of the HSU. They shall abide by both the By-Laws of HSU and that of the board or committee upon which they sit. They shall also report back to the Executive Council and club meetings. Each student representative to other college boards and committees shall perform a minimum of one office hour per week or as needed as stated by the Executive Board.

Section (4) Removal from Committee:

In the event the Committee Chairperson is unable to lead a committee, one week's notice is needed for the Executive Board to find a new Committee Chairperson. Before that time, the current Committee Chairperson is responsible for all duties allotted for his/her term. He/she is responsible in filling incoming Chairperson on current news of committee.

Section (5) Dissolving a Committee

A Committee will be dissolved if there is a lack of interest from HSU club members, or a lack of need or infeasibility, as to be determined by the Executive Board.

## VII. Amendments

Section (1) Amendments of the constitution shall be submitted at a regular meeting of the club and shall not be voted upon until the following regular meeting.

Section (2) A majority vote of the members present shall be required for adoption of amendments to the constitution.

### BY-LAWS

#### I. Duties of Officers

##### All Officers

- All officers shall be required to attend all Executive Committee and club meetings, unless pre-approved by Executive Committee or giving Executive Committee advance notice of absence. More than two absences from meetings will constitute for a review by Executive Board, and said member will be reevaluated by Executive Committee on his/her duties performance.
- All officers shall also be required to brief new officers of their duties upon leaving their respective offices.

##### President

- Help prepare agenda
- Conducts meetings, and keep the group moving toward its goals.
- Oversee all regular activities of the Club.
- Lead orderly discussions by tactfully and politely enforcing the rules that offer each member a chance to speak for or against a motion.
- Explain each motion before it is voted upon.
- May appoint a committee to carry out specific assignments.
- May vote to make or break a tie.

- May not allow personal feelings or outside pressure to influence his/her actions.
- Will have signing authority for the club.
- Will preside over elections of other chairs.

#### Vice-President

- It shall be the duty of the Vice-President to assume the duties of the President in his/her absence or upon request of the President and to assist the President in other ways as appropriate.
- Must have the same leadership qualities and good relations with members as the president.
- Act as liaison between Appleton FVTC campus and Oshkosh Riverside Campus.
- Oversee all regular activities of the Club.

#### Secretary

- Perform the duties common to the office, including keeping an accurate record of the minutes of all regular meetings and organizing same into proper form to be presented to the membership.
- Be responsible for the distribution of the minutes at all meetings and the preparation of all correspondence as is necessary.
- Shall keep accurate track of all members attending club meetings.
- Oversee all regular activities of the Club.

#### Treasurer

- Act as the custodian of the funds of the club.
- Keep accurate track of all records of money received and/ or spent.
- Give a Treasure's report at all meetings.
- Oversee all regular activities of the Club.
- Sign all checks and/or vouchers.

#### Representatives to Student Government Association (2)

- Attend all meetings of the Student Government

- Vote on the Club's behalf, and report back to the Club and to the Executive Committee.
- Be aware of and which representative will be attending Student Government Association meetings.
- If none of the representatives are able to attend SGA meetings, they must find a member to take their place.
- Oversee all regular activities of the Club.

### Advisor

- Attend all Executive Board and club meetings.
- Shall advise and inform upon request.
- Assist in planning student activities
- Assist in providing information relating to student activities as requested by Hmong Student Union.
- Conduct election procedures for positions of the Executive Board when necessary.

## II. Duties of the Executive Committee

Section (1) The Executive Committee shall have the power to conduct all business of the Club in the interim between regular Club Meetings.

Section (2) The Executive Committee may from time to time be required to nominate, from amongst the members of the club, persons to sit on various boards and committees

Section (3) All members of the Executive Committee must be in good academic standing.