

Hmong Student Association

By-Laws



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Fresno, CA 93740-0001

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STUDENT INVOLVEMENT California State University, Fresno

CONSTITUTION AND BYLAWS

Enter the official name of the organization at California State University, Fresno

Article I – Name: The name of this organization is the Hmong Student Association of California State University, Fresno.

Article II – Purpose:

Section 1. The purpose of this organization is to:

- A. Promote educational, moral, and ethical standards for ourselves and future generations.
- B. Promote leadership, self-determination, self-esteem, and friendship.
- C. Assist Hmong and ALL students to adjust to University life.
- D. Collaborate with other campus organizations.
- E. Promote an understanding of the Hmong culture.
- F. Be involved in the community through volunteer and outreach services.

Section 2 The Hmong Student Association is recognized for educational, leadership, ethical, and empowerment purposes including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Article III – Authority

Section 1 This organization is a recognized student organization at California State University, Fresno, and adheres to all campus policies as set forth in the Handbook for Student Organizations and Use of Campus Facilities and Grounds.

Section 2 This organization may establish Standing Rules to govern administrative and procedural matters (such as time and location of meetings, etc.). Standing Rules shall not conflict with these bylaws. Standing Rules may be adopted, amended, or temporarily suspended by a majority vote present at an organization meeting where a quorum is present (advance notice is not required).

Section 3 The rules contained in the most recent version of *Robert's Rules of Order, Newly Revised* shall be the parliamentary authority for this organization and shall govern in all cases to which they are applicable and in which they are not consistent with these bylaws and any special rules of order the organization

Section 4 **may adopt.**
This organization is not affiliated with another organization(s).

Article IV – Membership

Section 1 **Membership in the organization shall be open to all those regularly enrolled California State University, Fresno students who are interested in membership. There shall be no other requirements for admission to regular membership. Each regular member has equal rights and privileges.**

Section 2 **Membership must be comprised of at least eight (8) currently enrolled California State University, Fresno students.**

Section 3 **There shall be three types of membership in the organization: Fresno State Student Members, Honorary Members, and Alumni Members.**

Clause 1: A Fresno State Student member is defined as a Fresno State student who currently has enrolled units and is willing to support directly or indirectly the purpose(s) of the Hmong Student Association.

Section A: Fresno State students are defined as undergraduates or students pursuing their major, minor, Master's, doctorate, certificate, and/or credential programs.

Clause 2: An Honorary member is defined as a non-Fresno State student who is willing to support directly or indirectly the purpose(s) of the Hmong Student Association.

Section A: Any Honorary member who would like to gain membership privileges will have to pay the membership fee.

Section B: Any Honorary member who does not want membership privileges does not have to pay the membership fee.

Clause 3: An alumni member is defined as a Fresno State student who has graduated and is willing to support directly or indirectly the purpose of the Hmong Student Association.

Section A: They may enjoy the same membership privileges except they may not hold office or vote for elections and budget.

Section B: Alumni members are exempted from paying the

membership fee.

Clause 4: There are two membership statuses: Active and Inactive.

Section A: Active/Inactive members are qualified as follows: If a member misses 3 consecutive general meetings, they will lose their active status and will be considered inactive.

Section B: An Inactive Member shall forfeit their right to vote for budget and elections but may otherwise share the same privileges as an Active Member.

Section C: If a member loses their active status, they shall gain their status as an Active Member at the second consecutive meeting.

Section 4 This organization, the Hmong Student Association, has associated members who are non-California State University, Fresno students. By California State University policy, no more than 20 percent of the membership shall be individuals who are not CSU students (eg., faculty, staff, community members, students at other colleges, etc.).

Section 5 Eligibility for membership or appointed or elected student officer positions shall not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. Only fraternities and sororities with federal documents on file with the Office of Student Involvement are permitted to discriminate on the basis of sex, as outlined by Federal Law in Title IX. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

Section 6 This organization shall prohibit all members and officers from engaging in hazing or committing any act that injures, degrades, or disgraces any fellow student. Any member may be suspended or expelled from the organization for the conduct of anything that violates the Constitution of the organization or for violating other members' rights.

Clause 1: The alleged offense must be submitted in writing within 30 days after the offense by a current member to a Judicial, and if the Judicial is unable to submit the report, then it must be turned in to an Executive Officer.

Clause 2: After the alleged offense has been submitted to an officer of the organization, the accused member shall have the right to arbitration, and if not, then the accused member shall have the right to a fair hearing before the organization at an Ad Hoc meeting for that specific event, open to all members. The member(s) may be physically suspended until their trial, only upon the affirmative vote of two-thirds of the active members present at the time. The hearing will be announced at the first general meeting after the notification of the accused, then the person accused will be held on trial in the next general meeting, where voting will result in the expulsion or further suspension of the member(s).

Suggestion: First Warning, Second Trial

If the officer is present at the trial but chooses not to stand before the members, it will be considered as an automatic resignation. However, if they are not able to attend the first trial due to a legitimate reason, they will be given one more trial date. If they are unable to attend the second trial, then it will be an automatic resignation.

Clause 3: A member removed by such a vote may file a grievance with the University Student Grievance Board by first contacting the Dean of Student Affairs Office. A matter of the Dean's staff will review the procedures with the student.

Section 7 This organization shall comply with Title 5, Section 41301, Standards for Student Conduct.

Section 8 **To become a member of the organization, an application process shall be due by a designated deadline. Fresno State Student members and Honorary members must pay dues to receive membership privileges. Dues shall be turned in alongside the application.** The presiding Officers shall have the authority to set membership fees for the particular academic year at a regular meeting at which a quorum is present.

Clause 1: Examples of membership privileges include but are not limited to receiving a "free" shirt, voting for budget, voting for elections, being permitted to attend retreats, and free admission to events. (note: Alumni privileges may vary.)

Clause 2: Members who have not paid the membership fee, and Alumni members will not receive a "free" shirt. If they would like to purchase a shirt, they will have to pay the fee for the shirt.

Section 9 End of the Semester Retreats: Completion of service hours is required to attend

retreats. No guests/non-members are allowed to attend any retreat except for special circumstances with the two-thirds approval of the organization. Under special circumstances, there may be an additional fee. Leftover money from the fee will be decided by the Community Activities Director committee.

Clause 1: The President and/or the Actuary is required to be present at each retreat, with the fulfilled 20-hour requirement due to their responsibility of handling funds and writing checks. If the President and/or Actuary is not present at the retreat(s), an alternative option can and shall be decided by the current CADs.

Section 10 Every member is encouraged to participate in at least one committee.

Clause 1: If one joins a committee, he or she is obligated to participate with the group from the beginning of the project (all projects approved by executive or committee officers) until the project is finished. If one can no longer participate in the project prior to completion, he or she will be given hours determined by the project chairs.

Clause 2: Fall Semester (20 hours)
In order to be eligible for the End of the Semester Retreat, all members must serve 20 service hours for the Hmong Student Association from the start of the first general meeting of the semester until one week prior to the date of the retreat. (i.e. Be a part of a committee, attend the committee meetings, and help plan event(s)).
If a member does not meet the required service hours, but does attend a majority of general meetings and club events, an exception can be made with a two-thirds vote by the active members present at the general meeting.

Clause 3: Spring Semester (20 hours)
In order to be eligible to attend the End of the Semester Retreat, all members must serve 20 hours of service for the Hmong Student Association from the start of the first general meeting of the semester until one week prior to the date of the retreat. ***If a member does not meet the required service hours, but does attend a majority of general meetings and club events, an exception can be made with a two-thirds vote by the active members present at the general meeting.***

Clause 4: All events are subject to the Rules and Regulations presented in the Bylaws and any additional rules made by the person(s) in charge of the event.

Clause 5: Service Hours

Community Service - Any volunteer event in the community that benefits the community. For example, Adopt-a-Highway, Earth Day, Light the Night, Stone Soup, etc.

HmSA Service - Any volunteer effort that benefits the Hmong Student Association. For example, Hmong dance, radio time, committee meetings, fundraising events, photography, videography, etc.

Close Volunteering Event - Any event of effort that limits the capacity of the members. Hours will be capped at five (5) hours. If more than five (5) hours, the members will need to have the event chairperson approve the hours. The officer in charge will sign the timesheet and report the hours to the secretary. For example, Higher Education Conference, photo editing, radio time, and etc.

Open Volunteering Event - Any announced event that is open to the entire club. For example, Adopt-a-Highway, car wash, events set up and clean up, etc.

Special Circumstances - Any event or effort that does not fall into community services of HmSA services. It must be brought to the club for discussion and approved by the majority of the **active members**.

Committee Meetings (of any officers) - Besides general meetings, committee meetings must be announced at least a day before the meeting, or HmSA service hours will not count.

No Double-Dipping

Double-Dipping: Using service hours on two different organizations and/or agencies. For example, using service hours for HmSA and a class is not allowed.

Clause 6: **HmSA shall not hold any events/projects one week prior to finals.**

Section 11 **EVENTS: Admission to events is free to members unless stated by Chairs.**

Section 12 Upon the completion of a degree from Fresno State or an accredited university, the Hmong Student Association will bestow upon its graduating member(s) a Hmong Student Association medallion, cord, and/or stole after completing one of the following requirements:

A. A qualifying member will have served an accumulation of at least 40 hours

before graduation starting from their first semester as a Hmong Student Association member while in his or her current graduating program (i.e. undergraduate, postgraduate, graduate student).

- B. A qualifying member will have served as a Hmong Student Association executive officer or committee chair for one full semester while in the current graduating program.
- C. Any member who joined the Hmong Student Association in their final semester at California State University, Fresno, or an accredited university and has accumulated at least 15 hours may be granted qualification from a two-thirds vote by the Hmong Student Association officers.

All hours earned will reset to zero (0) and graduating members must reapply and meet one of the requirements again in order to receive another stole and/or medallion upon graduation.

Article V – Officers/Elections

Section 1 The elected officers will be President, Vice President, Actuary, Fundraising Chairperson(s), Education Chairperson(s), Culture Chairperson(s), Judicial(s), Community Activities Director(s), and Public Relations, **and appointed chair(s).**

Section 2 Powers and Duties of Officers:

- A. **The President shall serve as the chief executive officer of the organization, shall preside at all meetings of the organization, and shall prepare the agenda for meetings.**
 - 1. **The President shall be the official spokesperson of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and community at large.**
 - 2. **The President shall appoint all committees and committee chairs.**
 - 3. **The President shall have such further powers and duties as may be prescribed by the organization.**
 - 4. The President shall have authorization to sign all disbursements approved by the Officers.
 - 5. The President shall organize leadership development for the Officers and members.
 - 6. The President shall assist all Officers and Committee Chairpersons.
 - 7. The President shall conduct evaluations with all Officers at the end of each semester.

8. The President shall perform all legal duties assigned by any Officers Committee Chairpersons.

B. The Vice President shall preside at organization meetings in the absence of the President.

- 1. The Vice President shall perform all legal duties assigned by the President.**
- 2. The Vice President shall assume the office of President if the office becomes vacant.**
3. The Vice President shall assist all officers.
4. The Vice President shall conduct evaluations with all Committee Chairpersons.
5. The Vice President shall be in charge of coordinating the End of the Semester Banquet(s).
6. The Vice President shall perform legal duties assigned by any Officers Committee Chairpersons.

C. The Actuary shall:

Take the duties of the Treasurer and Secretary positions.

The Treasurer shall:

- 1. Handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare monthly financial reports for the membership. These records shall be maintained in accordance with generally accepted accounting principles.**
- 2. The Treasurer shall collect and deposit all dues and fees.**
- 3. The Treasurer shall maintain an ASI Trust account in the organization's name, requiring signatures of both the Treasurer and President for authorized disbursements.**
4. The Treasurer shall budget funds for committees, events, and other expenses.
5. The Treasurer shall report the organization's financial affairs at each general meeting.
6. The Treasurer shall perform legal duties assigned by any Officers Committee Chairpersons.

The Secretary shall:

- 1. Take minutes at all meetings of the organization, keep these on file, and submit required copies to all organization members.**
- 2. The Secretary shall be responsible for all organization correspondence and shall keep copies thereof on file.**
- 3. The Secretary shall maintain membership records for the organization.**
4. The Secretary shall report minutes at every general meeting and must be approved by a majority of members present and finalized

by the President.

5. The Secretary shall perform legal duties assigned by any Officer Committee Chairperson(s).

- E.** The Judicial(s) shall consist of three individuals.
1. The Judicial(s) shall serve as the negotiator and mediator in all cases of conflicts.
 2. Judicial(s) shall not hold more than one Officer's position.
 3. The Judicial(s) shall verify the qualifications of the officers at the beginning of every semester and when deemed necessary.
 4. Judicial(s) shall be in charge of revising and implementing the Bylaws when deemed necessary.
 5. Judicial(s) shall perform a checks and balances system with the officers.
 6. The Judicial(s) shall perform legal duties assigned by any Officer Committee Chairpersons.
 7. The Judicial(s) shall act as a stand-in for any fellow officer during any committee event when able.
 8. Judicial(s) will act as the medium of communication of the members to the officer team concerning any & all matters brought to them. However, the Judicial(s) will assess the severity of the matter prior to informing the officer team.
- F.** The Education Chairperson(s) shall handle the education aspects of the Hmong Student Association.
1. The Education Chairperson(s) shall arrange education seminars, lectures, conference(s), and/or other educational information for current & prospective college students and the community.
 2. The Education Chairperson (s) shall keep Education Conference Applicant(s) information is to be inferred as Confidential. As such, to be only available to the current Education Chair(s) and the Coordinators.
 3. The Education Chairperson(s) shall perform legal duties assigned by any Officer and Committee Chairpersons.
- G.** The Fundraising Chairperson(s) shall be responsible for the raising of revenue to support the activities of the organization.
1. **The fundraising Chairperson(s) shall plan and coordinate a minimum of two fundraising events per semester. It can be any kind of fundraising opportunity, e.g. Panda Express, or Chinese New Year.**
- H.** The Community Activities Director Chairperson(s) shall organize volunteer opportunities and promote civic engagement for members of the

organization.

1. The Community Activities Director Chairperson(s) shall plan and coordinate the End of the Semester Retreat(s).
2. The Community Activities Director Chairperson(s) shall plan and coordinate a minimum of **one social event** per semester.
3. The Community Activities Director Chairperson(s) shall coordinate Ice-breakers as necessary.
4. The Community Activities Director Chairperson(s) shall perform legal duties assigned by any Officer and Committee Chairpersons.

I. The Culture Chairperson(s) shall be responsible for planning and arranging cultural events on campus and in the community.

1. The Culture Chairperson(s) shall present & update the members with Hmong history, interesting facts, & other related topics.
2. The Culture Chairperson(s) shall perform legal duties assigned by any Officer and Committee Chairperson(s).

J. Public Relations Chairperson(s) shall:

1. Work closely with other Officers to collect records (e.g. photographs, videos, scrapbooks, etc.) to post on the organization's website(s) and publicize the Hmong Student Association's events and activities on campus and in the community.
2. Be responsible for member recruitment.
3. Be responsible for networking with other organizations, communities, and other social networks.
4. Have the duty to keep all online platforms updated (e.g. Social Media, YouTube, etc.)
5. Perform legal duties assigned by any other Officers and Committee Chairperson(s).
6. Be responsible for ordering HmSA shirts.

Section 3 **Qualifications necessary to hold office in this organization are as follows:**

- A.** **To be eligible for and to hold office, candidates must meet the requirements of CSU's policy on minimum academic qualifications for student office holders for major and minor student officers or representatives which is found at <http://www.calstate.edu/AcadAff/codedMemos/AA-2012-05-attachme nt.pdf>.**

The president and treasurer (Actuary) of the student organization are required to meet the minimum requirements established for minor student representative student officers.

Minimum Academic Qualifications:

Students must be matriculated at a CSU campus maintaining a minimum on-campus 2.0 term grade point average (GPA), are in good standing, and must not be on academic, disciplinary, or administrative probation.

Incumbent Unit Load:

Undergraduate incumbents must earn 6-semester units per term while holding office. Graduate and credential incumbents must earn 3-semester units per term while holding office.

Incumbent Maximum Allowable Units:

Undergraduate students are allowed to earn a maximum of 150-semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50-semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding more than this number of units will no longer be eligible for minor student government office.

Clause 1: For President Only

- A. Be an **active Fresno State member** of the Hmong Student Association for two full consecutive semesters as an officer.
- B. Be familiar with the Hmong Student Association activities.
- C. Be familiar with the Student Organization Handbook and the Hmong Student Association Bylaws.
- D. Prior club or social experiences are recommended.
- E. Must have leadership skills.

Clause 2: For Vice-President Only

- A. Be an **active Fresno State member** of the Hmong Student Association for two full consecutive semesters as an officer.
- B. Be familiar with the Hmong Student Association activities.

Clause 3: President and Vice-President Evaluation

- A. The President and Vice-President are entitled to a feedback session with all Officers and Committee Chairpersons with the collaboration of Judiciaries.

Section 4 The Executive Officers shall consist of the President, Vice-President, Actuary, and Judiciaries.

Clause 1: A member(s) is NOT allowed to hold more than one Executive position.

***Clause 2:* All Executive Officers must be Fresno State Student Members.**

Section 5: Appointed Leader(s):

- Clause 1:* The appointed chair(s) shall be appointed for a specific reason, event, project, etc. To appoint a leader, an officer must suggest an appointee for the officers to vote and must be passed by a two-thirds vote of the officers.
- Clause 2:* The appointed chair(s) shall report and be designated to (an) officer(s).
- Clause 3:* The appointed chair(s)'s duty is to fulfill the specific reason, event, project, etc., to its completion. The appointed chair(s) does not hold the same responsibilities as the officer(s).
- Clause 4:* The appointed chair(s) will be dismissed upon the completion of the specific reason, event, project, etc., including any post-follow-ups regarding the reason, event, project, etc.

Article VI – Selection of Officers

- Section 1** The President, Vice-President, and Actuary are elected once a year. **Elections are held two weeks after nomination and shall take place at a regularly scheduled meeting of the organization at which a quorum is present. At least one week's notice shall be provided for any meeting at which an election is to be held.**
- Section 2** Nominations for officers shall be made at the regular meeting immediately preceding the election. Nominations may also be made from the floor immediately prior to the election for each office. HmSA members may nominate themselves for an office.
- Section 3** The officers shall be elected in this order: President, Vice President, and Actuary (Treasurer, and Secretary).
- Section 4** Officers shall be elected by majority vote. Optional: If no candidate receives a majority vote, a runoff election shall be held between the two candidates receiving the highest number of votes. In the event of a tie, there shall be a revote. If the re-vote results in a tie a coin will be flipped.
- Section 5** Votes shall be cast by secret ballot; however, when there is only one candidate for an office, a motion may be made to elect the candidate by acclamation.
- Section 6** The following officers shall be appointed by the President or Executive. Non-Executive officers shall have the right to appoint members for any officer positions with a two-thirds vote of the current Executive Officers. **Ratification by a majority vote of the active membership is required.**
- Section 7** Officers shall assume office on the first day of the semester following the election

and shall serve for the entire academic year.

- Section 8** **Officers may be recalled from office for cause. To initiate a recall election, a petition signed by one-third of the total number of active members must be submitted at a regular meeting and a recall vote shall be taken at the next regular meeting. The officer subject to recall shall be given written notice of the recall at least 72 hours prior to the meeting at which the recall vote will be held and shall be given an opportunity to provide a defense. A two-thirds vote is required to remove an officer.**
- Section 9** **If the position of President becomes vacant as the result of resignation, ineligibility, or recall, the Vice President shall assume the office of President for the interim. Vacancies in any elected office shall be filled by an election held at the next regular meeting where the vacancy was announced. Nominations may be made at the meeting where the vacancy is announced, and nominations may also be made from the floor at the time of the election. The President may appoint an interim officer to fill the vacancy until the election is held.**

Clause 1: In case of an emergency, an active member can be appointed by the officers with the approval of the organization to fill in the position.

Article VII – Meetings

- Section 1** **Regular meetings shall be scheduled weekly during the academic year.**
- Section 2** **Special-meetings may be called by any elected officer or by two-thirds of the active members of the organization. All members must be given a minimum of 24 hours notice prior to the meeting time.**
- Section 3** **Business cannot be conducted unless a quorum of the membership is present. A quorum for this organization is defined as a majority of the active membership. A quorum for this organization is further defined as 50%+1 of the active membership.**
- Section 4** **Members must be present to vote. Absentee or proxy voting is not permitted.**
- Section 5** **In order to vote for budget and elections, Fresno State members and Honorary members must have turned in a membership application, paid the membership fee, and be active.**

Clause 1: A member is defined as “active” if he/she has not missed 3 consecutive general meetings.

Clause 2: If a member shall lose their active status, they shall gain their status as an active member at the second consecutive general meeting.

Clause 3: All members, otherwise, are permitted to contribute their votes to decisions as long as they do not involve the budget or voting in the elections.

Section 6 There shall be a minimum of one Officer meeting per month.

Clause 1: Officer meetings shall not preside without a quorum. The quorum will be 50% + 1 officer.

If officers miss two officers' meetings, or a combination of three officers and general meetings without an excuse, the following actions will occur:

1. Letter of notification signed by the President, Judiciaries, and an Advisor.
2. The Officer has two weeks to appear and appeal during a regular Officer's meeting.
3. If the officer fails to appear for an appeal, he or she shall be removed by a two-thirds vote from the officers.

Clause 2: Committees are required to attend every Officer meeting to give a report.

Article VIII – Advisor:

Section 1 The organization shall appoint an individual employed on a half-time or more basis as a faculty or staff member by California State University, Fresno to serve as the university advisor to this organization. Auxiliary staff and student assistants are not eligible to serve as advisors. The advisor shall fulfill the responsibilities specified in the Handbook for Student Organizations and Use of Campus Facilities and Grounds.

Section 2 Advisors shall serve on an academic year basis or until their successor has been selected.

Section 3 If an advisor is deemed to be ineffective by the organization, the advisor(s) may be removed from their role by a majority vote of a quorum of the active membership at a regularly scheduled meeting. A minimum of seven days' notice must be given prior to such a vote.

Section 4 The Advisor(s) shall have no set limit for term of office. He or she shall perform his or her duty only as Advisor(s) to the organization.

- Section 5 Responsibilities not mentioned: refer to the Advisor's Section under the Student Organization Handbook.
- Section 6 Advisor(s) must attend at least one general meeting each month.

Article IX – Executive Committee

- Section 1** The Executive Committee shall consist of the elected and appointed officers, with the advisor serving as a non-voting member.
- Section 2** The Executive Committee shall meet weekly during the academic year. Special meetings may be called by the President or a majority of the Executive Committee. All members must be given 24 hours notice of the meeting. A quorum shall consist of a majority of the Executive Committee members.
- Section 3** When necessary, Executive Committee business can be conducted via email or via online meetings.
- Section 4** The Executive Committee shall have general supervision of the affairs of the organization between meetings and is authorized to take action when action must be taken prior to the next meeting.
- Section 5** The Executive Committee shall report to the membership all actions taken between meetings. Except when it is too late to do so (such as when a contract has been executed), any actions taken by the Executive Committee may be rescinded or modified by the **active** membership by a majority vote.

Article X – Standing and Ad Hoc Committees

- Section 1** The organization shall have the following standing committee: President, Vice President, Actuary, officer(s), and/or appointed chair(s) when deemed necessary.
- Section 2** The duties of each of the Standing Committees are as follows: **List the duties for each of the committees listed above...**

Clause 1: Committee Meetings

Any committee meeting can be held by any of the officers and appointed leader(s). Committee meetings are where **all** members can engage in suggestions, discussions, and voting where they will agree upon any particular project proposed by the officer(s). The agreed-upon decision(s) will be made and finalized in the committee meetings and presented at the general meeting(s) unless objected to by a two-thirds vote at the general meeting. The official changes will be made at that General Meeting.

Section 3 The President and any other officers shall have the authority to establish ad hoc committees as may be necessary from time to time to carry out the work of the organization.

Section 4 Optional: subject to ratification of the **active** membership.

Article XI – Finances

Section 1 Membership dues shall be \$20 per academic year.

Clause 1: All Fresno State Student Members and Honorary Members who want membership privileges will have to pay the full membership fee regardless of when they join the organization that academic year.

Section A: Any Honorary member who does not want membership privileges does not have to pay the membership fee.

Section B: Alumni Members are exempted from paying membership fees.

Section 2 Dues shall be paid by three weeks after the first general meeting. Application must be turned in to the Actuary with the dues. If the conditions are not met, all applications and dues must be turned in to the officers and will receive immediate approval for membership. Any other conditions will be discussed and voted on by the officers.

Section 3 This organization has the ability to assess the membership for special purposes. Assessments shall be determined by a quorum of the membership at a regularly scheduled meeting.

Section 4 The Executive Committee shall propose an annual budget to be voted upon no later than the second regular meeting of the academic year. Any unbudgeted expenditures shall be approved in advance by the **active** membership. When financial decisions must be made between meetings, the Executive Committee is authorized to approve expenditures not exceeding \$15,000.

Section 6 Organization funds shall not be used to purchase or reimburse members for alcoholic beverages or illegal substances.

Clause 1: The consumption and purchase of alcoholic beverages and illegal substances shall not be permitted in any Hmong Student Association-related events.

Section 7 Any social events paid for by the organization shall have approval from the organization

and be coordinated with the Community Activities Director(s) committee and Chairperson(s).

Article XII Discipline of Members

- Section 1** All complaints alleging violations of the Student Conduct Code, Title 5, section 41301, et seq., shall be investigated pursuant to Executive Order 1097 and/or 1098 (in cases involving allegations of unlawful discrimination, harassment, or retaliation based on protected status). Investigations and other proceedings under Executive Orders 1097 and 1098 shall be conducted by campus administration, not student organizations, and this organization shall refer any complaints alleging subject matters covered by Executive Orders 1097 and 1098 to the campus Vice President for Student Affairs or other designee for investigation and resolution.
- Section 2** Official recognition of a student organization may be withdrawn for hazing. As used in this section “hazing” or “haze” is conduct that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to another person in the course of the other person’s pre-initiation into, initiation into, affiliation with, holding office in, or maintaining membership in any organization. The terms “hazing” or “haze” do not include customary athletic, fire department, police department, military, or quasi-military training, conditioning, or similar events or activities.
- Section 3** If an organization loses recognition or benefits as a result of action taken by the Director of Student Involvement, it may appeal to the Dean of Students.
- Section 4** A final appeal may be filed with the Dean of Students within ten (10) workdays after receiving written notification from the Director of Student Involvement if the organization does not accept the decision and/or the sanctions. The written appeal must state all reasons why the student organization does not accept the decision of the Director of Student Involvement. The Dean of Students may meet with organization representatives or make his/her decision based on the information submitted for review and the written request for appeal. Written notification of his/her decision and any sanctions shall be sent to the organization within ten (10) working days after having received the appeal. The decision of the Dean of Students is final.
- Section 6** A description of the student club & organization conduct review process is available:
<http://www.csufresno.edu/studentactivities/programs/studentorgs/index.shtml>

- Section 7** Any member may be suspended or expelled from the organization for conduct obviously contrary to the Constitution of the organization or for conduct which grossly impairs the rights of members to enjoy the benefits of the organization. The alleged offense must be in writing and submitted by a member. After the alleged offense has been submitted to the organization, the accused member shall have a right to a hearing before the organization at a regular meeting and may be suspended or expelled only upon the affirmative vote of three-fourths of the voting members present. The accused member has the right to appeal an adverse decision at a regular meeting, and the accused member shall be reinstated unless the suspension or expulsion is again approved by a three-fourths vote.
- Section 8** The membership shall review the hearing report in the executive session, and the member accused of misconduct shall have an opportunity to rebut the information in the report. After providing a statement to the membership, the member accused of misconduct shall leave the room for the remainder of the deliberations.
- Section 9** The membership shall vote first on whether the member has engaged in misconduct. If by a two-thirds vote, the membership determines that misconduct has occurred, the membership shall then by a two-thirds vote, determine appropriate sanction(s). The accused member shall be immediately notified of the outcome.
- Section 10** By a two-thirds vote, the membership may reinstate a member who has been suspended or expelled.

Article XIII Amendments

- Section 1** Proposed amendments to these bylaws shall be presented to the membership, in writing, one meeting prior to the meeting where the amendment will be voted upon.
- Section 2** Bylaw amendments require approval by two-thirds of the **active** members present at a regular meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.
- Section 3** A copy of any amendments to these bylaws must be submitted to the Student Involvement Office at California State University, Fresno within two weeks after adoption.
- Section 4** Officers reserve the right to make temporary changes and/or exceptions to the bylaws that best accommodate the needs and interests of the organization and members if and when necessary. These changes shall not conflict and/or contradict

with the Student Involvement binding laws.

Article XIV Disbursal of Organization Assets

Section 1 **In the event** the Hmong Student Association of California State University, Fresno **should become defunct, all assets will be turned over to** an organization(s) that falls under Section 501(c)(3) of the Internal Revenue Code **to be used** for a public purpose. The organization(s) that will receive the assets will be decided by the **active** members of the Hmong Student Association.

This constitution and bylaws were adopted in: September 2016 **and most recently revised in** September 2024

Electronic Submission of this form is required for review and approval.

Submit the completed constitution to Student Involvement

studentinvolvement@mail.fresnostate.edu

Subject line: *constitution submission – (Hmong Student Association)*