

Asian Pacific Islander Association (APIA) Club Constitution

Preamble

The Asian Pacific Islander Association Club shall serve as a safe inclusive environment for AANHPI (Asian American Native Hawaiian Pacific Islander) students as well as promoting cultural understanding by increasing AANHPI presence and visibility at Las Positas College.

Article I

Name

The name of this club shall be Asian Pacific Islander Association (APIA).

Article II

Membership

Section 1: Membership is limited to students who are registered and attending at least one class at Las Positas College. Discrimination on the basis of race, religion, national origin, socioeconomic status, or physical limitation shall not be tolerated.

Section 2: Members shall be considered as an active member if they are on the email list and attend at least three meetings per semester or participate in an event.

Article III

Meetings

Section 1: APIA shall hold executive meetings and general meetings. The frequency and schedule of these meetings shall be determined by the executive board at an executive meeting and must be approved by a $\frac{2}{3}$ vote of all active members present and all acting advisors.

Section 2: Members shall be given appropriate time to speak on a given agenda item.

Article IV

Officers and Selection

Section 1: APIA shall have eight positions. These shall be named in order of succession: President, Vice President, Secretary, Inter-Club Council Representative, Treasurer, Director of Communications, Director of Publicity, and Director of Events.

Section 2: The Executive Board shall consist of the officer positions named in Section 1.

Section 3: Officer elections shall be held at the second to last meeting of the academic year. Only active members attending that meeting shall be eligible to vote.

Section 4: All active members are eligible to run for officer positions. Only students who have served at least half a semester as an active member prior to the start of the Spring semester may run for the position of President and Vice President positions.

Requirements:

- Must be enrolled in at least one LPC course

Section 5: The position descriptions and requirements for application shall be announced on the third to last general meeting of the academic year. At the next general meeting, members shall announce their intent to run. Elections will be held during the final general meeting.

Candidates will be given two minutes for a speech and then will submit to questions from the current Executive Board for three minutes. Active members will then submit their votes anonymously to the secretary or another officer once all candidates for a position have finished speaking.

Section 6: The term of office shall begin from the moment the officer is selected until the next election.

In the event that no one runs for an office, the position shall remain open until the next election in the following semester. This position can be chosen by a majority vote or any other process deemed necessary by the acting Executive Board.

If there is no one to fill a position, the responsibilities of that position shall be disbursed by the President to other positions.

Article V

Duties of the Executive Officers

Section 1:

1. President

The President shall:

- Be responsible for the overall vision and direction of the organization.
- Act as the primary representative and contact person for all issues related to the organization.
- Ensure that all responsibilities within each officer position are fulfilled.
- Preside over all meetings or delegate a representative in their absence.
- Draft an agenda prior to every executive meeting, with the assistance of other executive officers.
- Have the power to veto any club decision, which then must be passed with a $\frac{2}{3}$ majority vote of all active members present at a meeting.
- Assist in the training of newly elected officers and will pass on the APIA club responsibilities to the newly elected President, prior to the end of their term.
- Above all else, prioritize the health, success, and happiness of every member, active or not.

2. Vice President

The Vice President shall:

- Assume the responsibilities of the President in their absence.
- Performs any duties delegated to them by the president

3. Secretary

The Secretary shall:

- Perform the chapter's administrative tasks.
- Send out an email detailing the agenda 72 hours prior to an executive meeting.
- Record minutes for every executive meeting and shall send those minutes out no later than 72 hours after said meeting.
- Ensure that discussion during executive meetings stays within the scope of the agenda.
- Record attendance for every meeting.
- Keep the club's Google Drive organized.

4. Inter-Club Council Representative

The ICC Rep shall:

- Act as a liaison between APIA and the other clubs in the ICC.
- Strive to maintain good relationships with all clubs and ICC executives.
- Aim to create joint events with other clubs.
- Advocate for the interests of APIA during ICC meetings, and include all significant decisions and occurrences in their executive report.

5. Treasurer

The Treasurer shall:

- Protect funds for future APIA members.
- Create a budget for the year which will be approved by a $\frac{2}{3}$ majority vote of the Executive Board.

- Manage club funds and financial records.
- Bookkeep all transactions.
- Create a detailed fundraising plan at the beginning of each semester.
- Manage transactions in fundraising events and ensure that event cooperates with ICC guidelines
- Be in charge of Disbursement Requests

6. Director of Communications

The Director of Communications shall:

- Act as the primary contact person for all APIA members and advisors.
- Create and maintain a membership list with all members' names and contact information.
- Ensure that members are informed of upcoming events.
- Keep track of member's whereabouts during external events.
- Check in regularly with officers to ensure completion of tasks when asked by either the President or the Vice Presidents.

7. Director of Publicity

The Director of Publicity shall:

- Be responsible for the maintenance of APIA's social media.
- Oversee the design of all promotional material.
- Coordinate with the Vice President, the Director of Events, and the Director of Communications
- Communications in order to properly advertise all club activities.

8. Director of Events

The Director of Events shall:

- Create a club calendar detailing all events, with consideration for the college calendar, national holidays, and other major events.
- Keep track of member attendance at events.
- Required to fill out all necessary event forms, whether for the school or outside entities, when they are due.

Article VI

Impeachment

Section 1: Officers may be impeached for absenteeism, neglect of duty, dishonesty, corruption, or any other misconduct prohibited by the college and district policies. There must be at least one week's notice of intent publicized at an executive meeting. The officer in question must also be notified in writing one week prior.

Section 2: There shall be appropriate time given to provide arguments for and against the impeachment during the following executive meeting. A motion for impeachment must be made, seconded, and passed during that meeting. $\frac{2}{3}$ of active members must be present at the meeting. It must pass with a $\frac{3}{4}$ vote.

Section 3: If impeached and removed from office, the deposed officer must relinquish their rights to an officer position for one full semester after impeachment.

Section 4: If an officer is removed from office, is found ineligible, or vacates the position for any reason, the President shall appoint an interim officer. The Executive Board may move to approve the appointment by a majority vote of all active members present, request another member to be appointed, or may move to hold a re-election process. The new officer shall hold their position until the next election. This shall not count towards their term limits.

Article VII

Advisors

Section 1: At least one Advisor must be present at all Executive meetings.

Section 2: Advisors have to be employees of the college.

Section 3: Advisors are responsible for overseeing APIA's overall development and dedication to the LPC campus.

Article VIII

Responsibilities

Section 1: LPC APIA club accepts full responsibility for all activities which bear its name, and will adhere to all Las Positas College rules and regulations.

Section 2: All publicity for any official event must bear the name of the organization and college and be approved by appropriate school representatives.

Article IX

Amendments to the Constitution

Section 1: Amendments may be proposed by any active member. All proposed amendments must be submitted in writing at least a week prior to the next executive meeting.

Section 2: Any amendment or revision to this constitution requires a $\frac{3}{4}$ vote of all active members present at the meeting and approval of the advisor.