



University of California, Los Angeles

Vietnamese Student Union

Hội Sinh Viên Việt-Nam, UCLA

308 Westwood Plaza
413 Kerckhoff Hall
Los Angeles, CA 90095
310-794-9546 | vsu@ucla.edu

Vietnamese Student Union 2009-2010 Board Application

Mission Statement:

The Vietnamese Student Union (VSU), established in 1977, is the official voice of all Vietnamese students at UCLA through its advocacy for the educational, social, cultural, and political welfare of the Vietnamese community at large.

Historical Background:

In 1975, the Fall of Saigon and the end of the Vietnam War marks the beginning of a mass exodus of over a million refugees in search for freedom and democracy. The devastating effects of the Vietnam War led to harsh living conditions and political persecution for a vast amount of Vietnamese citizens. As a result, many chose to flee the country as political refugees. However, the arrival to America prompted great difficulties in adapting to the new culture and surviving in a different world. Although a small number of students initially enrolled in college, those who did experienced large problems without a support group sympathetic to the plight of Vietnamese Americans.

Thirty-one years later, VSU seeks to increase awareness of the Vietnamese history and culture. Members express their artistic talents through events such as the Vietnamese Culture Night, Tết Festival, and Café Am. These student productions allow members to discover their cultural identity and engage with the community simultaneously. Through the Black April Commemoration, signifying the Fall of Saigon on April 30, 1975, students learn about their family's struggle to America and its political impact on the world.

VSU's role as a community service organization has evolved from a refugee supports program to include the broader community. The Higher Opportunity Program for Education (HOPE) serves at-risk students in Westminster High School in Orange County, Chinatown Library, and San Gabriel High School in Los Angeles. VSU prioritizes academics and retention through the Southeast Asian Campus Learning Education and Retention project (SEA CLEAR) by offering academic support services, holistic development, and community consciousness, which address issues and struggles culturally relevant to the refugee experience for the Vietnamese and greater Southeast Asian community. Also, as students with access to elite institutions such as UCLA, we find ways to use our campus resources to respond and contribute to the community's educational needs through the HOPE High School Conference and Southeast Asian Admit Weekend.

VSU also encourages student activism to challenge issues that affect the Vietnamese American community, such as hate crimes, sweatshop labor, immigrant rights, human rights and more concretely, through its stances on affirmative action and deportation. Only a collective effort can overcome such obstacles.

VSU provides an environment conducive to creating social support networks for members to excel in college and to grow as individuals and student leaders. It is our hope that these relationships and experiences enrich college life for our students and us that will extend beyond graduation.

Important dates:

Saturday June 20, 2009 by 5pm - Application due for Appointment

All applications are due to either the VSU office at Kerckhoff Hall 413 or by email to mycatran@gmail.com. All appointees must be enrolled at UCLA as a full-time student during the period of their term and cannot hold more than one position as elected or hired staff. It is mandatory that appointees meet up with the individuals currently holding or involved with the positions they are up for and to be present during the elections hearing otherwise their application will be rejected.

*Candidates interested in running for President must have held a VSU staff position prior to running for at least one year unless an exception is made by a two-thirds majority vote by the board. Candidates interested in running for either of the two Vice President positions must have been an intern or VSU staff member for at least one year unless an exception is made by a two-thirds majority vote by the board.

If you have any questions, please contact VSU at vsu@ucla.edu. We will gladly answer any questions you may have about a project, the available positions, or the application process or feel free to contact VSU President Myca Tran at mycatran@gmail.com.



2009-2010 VSU Board Application Form

Position(s) applying for (please check):

Executive Board

Elections Part 1

- President
- Internal Vice President
- External Vice President

- Outreach Coordinator
- Retention Coordinator
- Fiscal Coordinator
- Administrative Coordinator

General Board

Elections Part 2

- Social Affairs Coordinator
- College Coordinator
- Political Advocacy Coordinator
- Cultural Coordinator

- Asian Pacific Coalition Representative
- Intercollegiate Council Representative
- Public Relations Coordinator
- Community Ally Coordinator
- Webmaster

Name:

Student ID:

Year at UCLA: 1 2 3 4 5+

Cum. GPA:

Major/Minor:

Address:

Street Address

City

State

ZIP

Home Phone:

Cell/Other:

Email Address:

In addition, please also submit the following on a separate page typed:

1. **Personal Statement** This statement should be in **essay** format and address the following: (max. 2 pages, 12 font)

- a. Why are you interested in the position you are applying to on VSU board?
- b. What prior experience do you have with VSU? What experience do you have as a student leader and advocate?
- c. What is your vision for the organization? Which qualifications do you possess that will contribute to fulfilling this vision?
- d. How will this position contribute to your personal growth and identity as a student leader?
- e. Any additional information that you would like to present about yourself that you were not able to express through this application.

2. **Short Answer Section** Please answer the following questions: (max. 3 pages, 12 font)

- a. What is your current understanding on state of the Vietnamese community? What social, political, educational, and cultural issues currently confront the Vietnamese community? What role does VSU play as a student advocacy group in addressing these issues?
- b. What is your understanding of the position you are running for? How does your position fit into the greater mission of VSU?
- c. What role does HOPE and SEA CLEAR play within the organization? How do you plan on advocating for the two projects as a board member?
- d. Please identify your strengths and challenges that are relevant to the position. How do you hope to improve your challenges?
- e. What are your other extra-curricular commitments for 2009-2010? Where would you prioritize VSU relative to your other commitments? (Include summer plans)

Appointment Selection Format

1. **Application Review**
2. **Phone Interview (5 Questions)**
3. **Board Deliberation**

Statement of Truth & Release of Records

I certify that the foregoing information and any attachments or notations to these documents are true and correct. I also allow the release of my records to the general members of the Vietnamese Student Union at UCLA.

Signature

Date

BYLAWS OF THE VIETNAMESE STUDENT UNION

University of California, Los Angeles

ARTICLE I. THE BOARD

Section I. Composition:

The following positions are elected for a one-year term and will be referred to as “the Board.”

1. President
2. Internal Vice President
3. External Vice President
4. Fiscal Coordinator
5. Administrative Coordinator
6. Retention Coordinator
7. Outreach Coordinator
8. Inter-Collegiate Council Representative
9. Asian Pacific Coalition Representative
10. Webmaster
11. Social Affairs Coordinator
12. Public Relations Coordinator
13. Political Advocacy Coordinator
14. Cultural Coordinator
15. College Coordinator
16. Community Ally Coordinator

Section II. Powers, Responsibilities, and Duties:

1. President(s) of the Union – in addition to his/her responsibilities and duties to his/her committee:
 - a. Shall be the official representative of the Union.
 - b. Shall oversee the overall operation of the Union.
 - c. Shall preside at all meetings of the Board and Executive Board.
 - d. Shall participate in Advisory Board meetings.
 - e. Shall preside at all meetings of the general staff.
 - f. Shall plan for the annual programming of the Union.
 - g. Shall be responsible for the development of the Board.
 - h. Shall be a member ex-officio of all affiliated and subordinate organizations, programs, projects, activities, and committees in the Union.
 - i. Shall be the Union’s representative to other advocacy groups, committees, and coalitions that share the goals of the Union.
 - j. Shall require in writing the quarterly evaluation of any projects, programs, committees, and activities of the Union as it pertains to the goals, purposes, objectives, and the result of said project, program, committee, or activities.
 - k. Shall have the power of line-item veto over all Union budgets or any section(s) thereof; subject to override by two-thirds vote of the Board.
 - l. Shall have the power of appointment.
 - m. Shall review and approve all budget proposals submitted on behalf of the Union for projects, programs, or activities.
 - n. Shall be responsible for the financial well-being of the organization.
 - o. Shall carry out the general duties of a staff member.
 - p. Additional duties as delegated by the Board.
2. Internal Vice President of the Union – in addition to his/her responsibilities and duties to his/her committee:
 - a. Shall assist the President in carrying out the purpose, goals, and objectives of the Union at the campus level.
 - b. Shall assist the President in the development of the Board.
 - c. Shall participate in executive and advisory board meetings.
 - d. Shall assume the powers, responsibilities, and duties of the President, in the absence of the President.
 - e. Shall be a member ex-officio of all affiliated and subordinate organizations, programs, and committees in the Union.
 - f. Shall assist coordinators in coordinating all projects, programs, and activities within the Union.
 - g. Shall schedule quarterly one-on-ones with all staff members.
 - h. Shall assist the President in procuring funding for all projects, programs, and activities.

- i. Shall be responsible for coordinating and monitoring the internship program.
 - j. Shall assist the President in planning for the annual programming of the Union.
 - k. Shall carry out the general duties of a staff member.
 - l. Additional duties as delegated by the Board.
3. External Vice President of the Union – in addition to his/her responsibilities and duties to his/her committee:
- a. Shall assist the President in carrying out the purpose, goals, and objectives of the Union beyond the campus level.
 - b. Shall assist the President in the development of the general staff.
 - c. Shall participate in executive and advisory board meetings.
 - d. Shall assume the powers, responsibilities, and duties of the President, in the absence of the President and Internal Vice President.
 - e. Shall assist coordinators in contacting any resources in the community on and off campus that may pertain to their projects, programs, and activities.
 - f. Shall facilitate good relations and build a network between the Union and various entities at UCLA and in the community.
 - g. Shall work with other student organizations, UCLA faculty and staff, student government, and any other groups at UCLA to promote co-programming with the Union.
 - h. Shall research and develop projects and programs to raise awareness of and address community issues relevant to the purpose and goals of the Union.
 - i. Shall be the representative of the Union to the Southeast Asian community.
 - j. Shall participate and encourage the involvement of the Union in any activities the Inter-Collegiate Council, UVSA, South East Asian community, and current entities relevant to the Vietnamese community.
 - k. Shall assist ICC with ICC relations.
 - l. Shall assist the President in planning for the annual programming of the Union.
 - m. Shall carry out the general duties of a staff member.
 - n. Additional duties as delegated by the Board.
4. Fiscal Coordinator – in addition to his/her responsibilities and duties to his/her committee:
- a. Shall assist the Vice Presidents in carrying out the purpose, goals, and objectives of the Union at all levels.
 - b. Shall participate in executive and advisory board meetings.
 - c. Shall be responsible for the completion of general requisitions, purchase orders, and reimbursements for the budget of the Union.
 - d. Shall coordinate fundraising efforts for projects, programs, and activities of the Union.
 - e. Shall oversee the writing of budget proposals for projects, programs, and activities of the Union.
 - f. Shall audit and record financial transactions of all projects, programs, and activities of the Union.
 - g. Shall procure external grants and funding.
 - h. Shall carry out the general duties of a staff member.
 - i. Additional duties as delegated by the Board.
5. Administrative Coordinator – in addition to his/her responsibilities and duties to his/her committee:
- a. Shall assist the Vice Presidents in carrying out the purpose, goals, and objectives of the Union at all levels.
 - b. Shall record and follow up on the minutes within the Union.
 - c. Shall participate in executive and advisory board meetings.
 - d. Shall advocate for the general health and well-being of the general staff.
 - e. Shall compile all project, program, activity, and staff evaluations to be reviewed by the Board.
 - f. Shall focus on procuring facilities and handling logistical support for all projects, programs, and activities.
 - g. Shall assist the President in planning for the annual programming of the Union.
 - h. Shall be responsible for retaining staff accountability.
 - i. Shall keep order, regulate time, and maintain morale.
 - j. Shall carry out the general duties of a staff member.
 - k. Additional duties as delegated by the Board.
6. Retention Coordinator – in addition to his/her responsibilities and duties to his/her committee:
- a. Shall be the representative of the Union on the Campus Retention Committee.
 - b. Shall reflect the concerns and needs of the project and Union to the CRC.
 - c. Shall promote a positive relationship while being the line of communication between the project and the Union.
 - d. Shall be the direct supervisor of SEA CLEAR.
 - e. Shall research the target population of the project and have an understanding of the communities served.
 - f. Shall update members of the Retention Advisory Board on project status and development.
 - g. Shall discuss with the director the goals and outcomes of Retention Advisory Board meetings.

- h. Shall preside over all Retention Advisory Board meetings.
 - i. Shall participate in executive and advisory board meetings.
 - j. Shall attend and actively participate in SEA CLEAR admin meetings.
 - k. Shall schedule weekly one-on-ones with the director.
 - l. Shall submit a quarterly evaluation of the project to the Retention Advisory Board.
 - m. Shall carry out all duties as delegated by the CRC.
 - n. Shall coordinate the development of the board as it relates to Retention.
 - o. Shall carry out the general duties of a staff member.
 - p. Additional duties as delegated by the Board.
7. Outreach Coordinator – in addition to his/her responsibilities and duties to his/her committee:
- a. Shall be the representative of the Union on the Student-Initiated Access Committee.
 - b. Shall reflect the concerns and needs of the project and Union to the SIAC.
 - c. Shall promote a positive relationship while being the line of communication between the project and the Union.
 - d. Shall be the direct supervisor of HOPE.
 - e. Shall understand the needs of the project and its community at all times.
 - f. Shall update members of the Outreach Advisory Board on project status and development.
 - g. Shall discuss with the director the goals and outcomes of Outreach Advisory Board meetings.
 - h. Shall preside over all Outreach Advisory Board meetings.
 - i. Shall participate in executive and advisory board meetings.
 - j. Shall attend and actively participate in all HOPE administrative meetings.
 - k. Shall schedule weekly one-on-ones with the director.
 - l. Shall submit a quarterly evaluation of the project to the Outreach Advisory Board.
 - m. Shall carry out all duties as delegated by the SIAC.
 - n. Shall coordinate the development of the board as it relates to Access and Outreach.
 - o. Shall participate in liaison work with stakeholders on and off campus.
 - p. Shall carry out the general duties of a staff member.
 - q. Additional duties as delegated by the Board.
8. Inter-Collegiate Council Representative
- a. Shall be the representative of the Union to the Inter-Collegiate Council and UVSA.
 - b. Shall participate and encourage the involvement of the Union in any activities the Inter-Collegiate Council and UVSA.
 - c. Shall facilitate good relations and build a network between the Union and various entities at other institutions and in the community.
 - d. Shall carry out the general duties of a staff member.
 - e. Additional duties as delegated by the Board.
9. Asian Pacific Coalition Representative
- a. Shall be the representative of the Union to the Asian Pacific Coalition.
 - b. Shall participate and encourage the involvement of the Union in any activities of the Asian Pacific Coalition.
 - c. Shall reflect the concerns and needs of the Union to the Asian Pacific Coalition.
 - d. Shall attend and actively participate in APC staff meetings and retreats.
 - e. Shall actively participate and sit on at least one subcommittee at any time of the Asian Pacific Coalition depending on the needs of the Union.
 - f. Shall assist the EVP in handling relations with Asian Pacific American entities on campus.
 - g. Shall coordinate the development of the board as it relates to API issues.
 - h. Shall carry out the general duties of a staff member.
 - i. Additional duties as delegated by the Board.
10. Webmaster
- a. Shall be responsible for the creation and maintenance of the Union's website.
 - b. Shall update the website regularly to inform the general public of the projects, programs, and activities of the Union.
 - c. Shall record the activities of the Union through visual documentation and coordinator the archiving of historical material.
 - d. Shall be responsible for relaying the Union's electronic mail.
 - e. Shall be responsible for monitoring the Union's website to ensure appropriate content.
 - f. Shall design multi-media to promote the Union's projects, programs, and activities.
 - g. Shall streamline, outreach, and outline documentation with the Public Relations Coordinator
 - h. Shall carry out the general duties of a staff member.
 - i. Additional duties as delegated by the Board.

11. Social Affairs Coordinator

- a. Shall plan and encourage social activities to promote interaction among membership and the general staff.
- b. Shall assist in coordinating events with other entities.
- c. Shall assist other staff members in coordinating social events.
- d. Shall head the committee to plan for the Union's general membership meetings.
- e. Shall be responsible for coordinating and monitoring all family heads and families.
- f. Shall manage attendance and contact information of members at all general meetings.
- g. Shall hold meetings with family heads to maintain the functionality of the families.
- h. Shall be in charge of coordinating, training, and maintaining all family heads
- i. Shall carry out all the general duties of a staff member.
- j. Additional duties as delegated by the Board.

12. Public Relations Coordinator

- a. Shall coordinate all publicity efforts for the Union's projects, programs, activities and policies through flyers, pamphlets, brochures, newsmagazine advertisement, sandwich boards, and other media.
- b. Shall be responsible for maintaining the VSU table.
- c. Shall set an annual and quarterly plan-of-action to outreach for the Union's projects, programs, and activities.
- d. Shall promote the Union's activities to the general student population, UCLA faculty and staff, other student and community groups, and media.
- e. Shall be Editor-in-Chief of the Union's newsletter, "Vung Tien."
- f. Shall coordinate the publication and distribution of the Union's annual yearbook.
- g. Shall streamline, outreach, and outline documentation with the Webmaster.
- h. Shall build and maintain relations with the VSU Alumni Association.
- i. Shall maintain relations between alumni and the Union.
- j. Shall coordinate one alumni event each quarter to promote networking and interaction between alumni and membership.
- k. Shall carry out all the general duties of a staff member.
- l. Additional duties as delegated by the Board.

13. Political Advocacy Coordinator

- a. Shall be responsible for producing a Black April commemoration that will allow the community an opportunity to learn about its culture and history, which must be reviewed and approved by a majority of the Board.
- b. Shall promote awareness of political events and news affecting the Vietnamese community through workshops, forums, and other outlets deemed appropriate by all staff.
- c. Shall be responsible for the development of the staff as it pertains to political and social issues.
- d. Shall develop, manage, and educate staff on the Union's political platform
- e. Shall carry out the general duties of a staff member.
- f. Additional duties as delegated by the Board.

14. Cultural Coordinator

- a. Shall advocate for the cultural awareness of Vietnamese history and traditions to the community.
- b. Shall be responsible for procuring funding for Culture Night and Café Am.
- c. Shall be responsible for producing a Culture Night and Café Am to increase an accurate awareness and appreciation of the Vietnamese/ Vietnamese American culture among and beyond the campus community, and will allow Vietnamese and Vietnamese Americans students an opportunity to learn about their culture and identity.
- d. Shall be responsible for writing the Culture Night script and coordinating the Café Am program, to be reviewed and approved by a majority of Board prior to the distribution of the script and program.
- e. Shall be responsible for the recruitment of all VCN participants and promote involvement in other projects, programs, and/or activities in the Union.
- f. Shall assist the activities coordinator in promoting culture at general meetings, and promote culture through other VSU, UCLA, and community at large events with the discretion of the coordinators and approval by the Board.
- g. Shall carry out the general duties of a staff member.
- h. Additional duties as delegated by the Board.

15. College Coordinator

- a. Shall be responsible for coordinating an annual high school conference that will target at-risk, disadvantaged Vietnamese-American and other students from local area high schools to promote access to higher education and to instill self-responsibility towards academic and personal development.
- b. Shall promote the involvement of VSU board, members, project staff, and general staff in the planning and implementation of the annual high school conference.
- c. Shall head the committee to plan and organize the high school conference with HOPE Administrative Staff and any volunteers, the implementation of which will be reviewed and approved by a majority of Board.
- d. Shall be responsible for procuring the funding for the annual high school conference.
- e. Shall be responsible for the planning and implementation of any such conferences, proposed and approved by 2/3 vote of VSU Board, that promotes the goals and vision of VSU.
- f. Shall coordinate the Vietnamese Graduation with the Coalition of Vietnamese Organizations.
- g. Shall be responsible for follow ups in all high school participants in the events.
- h. Shall carry out the general duties of a staff member.
- i. Additional duties as delegated by the Board.

16. Community Ally Coordinator

- a. Shall develop VSU's connections within the community and off-campus entities such as non-profit organizations (NPOs), community-based organizations (CBOs), and service groups.
- b. Shall bridge the gap between parents, family, and students by increasing support, involvement, and mutual understanding around issues.
- c. Shall build relationships and maintain alliance with UCLA faculty members.
- d. Shall expand investment and relations with alumni to develop further opportunities via the UCLA Vietnamese Alumni Association.
- e. Shall increase alumni, parent, faculty, and community investment through participation, advisory, and support in programs and events, meetings, direction and development of VSU (as deemed necessary by the board).
- f. Shall carry out the general duties of a staff member.
- g. Additional duties as delegated by the Board.

ARTICLE II. THE PROJECT STAFF

Section I. Composition:

The following positions are hired for a one-year term and will be referred to as the "the project staff."

SEA CLEAR

1. Director
2. Assistant Director
3. Administrative Assistant
4. Peer Counseling Coordinator
5. Mentorship Coordinator
6. Peer Counselor(s)

HOPE

1. Director
2. Peer Advising Coordinator
3. Academic Development Coordinator
4. Site Coordinator
5. Administrative Assistant

Section II. Powers, Responsibilities, and Duties:

1. SEA CLEAR Director

- a. The Director is the principal administrator and supervisor of the entire SEA CLEAR project.
- b. Shall lead his/her staff to successfully meet the goals of the project; the Director is directly involved in all components of SEA CLEAR.
- c. Shall be a trained counselor.
- d. Shall attend and actively participate in one-third of general membership meetings and all Retention Advisory Board meetings.

- e. Shall prepare and present the academic year proposal and evaluations with the project staff.
 - f. Shall meet with advisors, administrators, and other resources on campus and within the community as the representative of the project.
 - g. Shall promote a positive relationship with the Union.
 - h. Additional duties as outlined in the job description in the SEA CLEAR academic year proposal.
 - i. Shall carry out the general duties of a staff member.
 - j. Additional duties as delegated by the Board.
2. SEA CLEAR Staff
- a. Shall promote a positive relationship with the Union.
 - b. Duties as specific coordinators are outlined in the job descriptions and narratives in the SEA CLEAR academic year proposal.
 - c. Shall attend and actively participate in one-third of the general membership meetings.
 - d. Shall develop and maintain relationships with other South East Asian organizations.
 - e. Shall carry out the general duties of a staff member.
 - f. Additional duties as delegated by the Board.
3. HOPE Director
- a. The Director is the principal administrator and supervisor of the entire HOPE project.
 - b. Shall lead his/her staff to successfully meet the goals of the project; the Director is directly involved in all components of HOPE.
 - c. In addition, the Director is a trained peer advisor, and acts as the main liaison between the project and site administration. The Director is also responsible for creating and maintaining relations with all external entities involved in HOPE.
 - d. Shall attend and actively participate in all general membership meetings and the Outreach Advisory Board.
 - e. Shall prepare and present the academic year proposal and evaluations with the project staff.
 - f. Shall meet with advisors, administrators, and other resources on campus and within the community as the representative for the project.
 - g. Shall promote a positive relationship with the Union.
 - h. Additional duties as outlined in the job description in the HOPE academic year proposal.
 - i. Shall carry out the general duties of a staff member.
 - j. Additional duties as delegated by the Board.
4. HOPE Staff
- a. Shall attend and actively participate in one-third of general membership meetings.
 - b. Shall promote a positive relationship with the Union.
 - c. Shall attend and actively participate in all HOPE staff meetings.
 - d. Duties as specific coordinators are outlined in the job descriptions and narratives in the HOPE academic year proposal.
 - e. Shall carry out the general duties of a staff member.
 - f. Additional duties as delegated by the Board.

ARTICLE III. THE GENERAL STAFF

Section I. Composition:

The board, the project staff, the general interns, and other positions as delegated by the staff are collectively referred to as “the general staff.”

Section II. Powers, Responsibilities, and Duties:

1. General Staff Duties
- a. Shall have a vision for their program, project, or activities which in its entirety corresponds to the vision of the Union.
 - b. Shall meet an advisor prior to the event to set timelines and approve the project, program, or activity.
 - c. Shall be conscious of the value of all projects, programs, and activities which carry out the purpose, goals, and objectives of the Union.
 - d. Shall actively outreach and recruit for all projects, programs, and activities within the Union with an emphasis of their own projects, programs or activities.
 - e. Shall attend and actively participate in all general membership meetings. (Hired or project staff members are excluded.)
 - f. Shall actively support all projects, programs, and activities within the Union.
 - g. Shall make no decisions on behalf of the Union unless approved by the majority of board.
 - h. Shall have a conscious understanding of campus policies and politics that revolve around the Union and the coalitions which it is a part of.
 - i. Shall maintain the academic well-being of the general staff and membership involved within the Union.
 - j. Shall be responsible for keeping the general staff updated with the status and development of the project, program, or activity.
 - k. Shall attend and actively participate in all-staff meetings and retreats.