BYLAWS OF THE VIETNAMESE STUDENT UNION AT UCLA

University of California, Los Angeles

Revised: October 21, 2010

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. Webmaster
10. Social Affairs Coordinator
11. Public Relations Coordinator
12. Political Advocacy Coordinator
13. Culture Coordinator
14. Education Coordinator
15. Community Advocacy Coordinator

Section II. Powers, Responsibilities, and Duties:

1. President 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 wellbeing 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, Southeast Asian community, greater Asian Pacific American community, and current entities relevant to the Vietnamese community.
    k. Shall assist ICC with ICC relations.
    l. Shall be the representative of the Union to the Asian Pacific Coalition.
    m. Shall attend and actively participate in APC staff meetings and retreats.
    n. Shall assist the President in planning for the annual programming of the Union.
    o. Shall carry out the general duties of a staff member.
    p. 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 compile all project, program, activity, and staff evaluations to be reviewed by the Board.
    e. Shall focus on procuring facilities and handling logistical support for all projects, programs, and activities.
    f. Shall assist the President in planning for the annual programming of the Union.
    g. Shall be responsible for retaining staff accountability.
    h. Shall keep order, regulate time, and maintain morale.
    i. Shall carry out the general duties of a staff member.
    j. 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. 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.
10. 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.
11. 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.

12. 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.
13. Culture 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.
14. Education 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. Shall be responsible for coordinating an annual Southeast Asian Admit Weekend that will target Southeast Asian Admits to UCLA
    j. Additional duties as delegated by the Board.
15. Community Advocacy 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. Peer Counseling Coordinator
4. Mentorship Coordinator
5. Wellness Coordinator
6. Peer Counselor(s)
7. Administrative Assistant

HOPE

1. Director
2. Peer Advising Coordinator
3. Academic Development Coordinator
4. Site Coordinator(s)
5. Parent Coordinator
6. 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 attend mandatory All-Leadership retreats.
   f. Shall prepare and present the academic year proposal and evaluations with the project staff.
   g. Shall meet with advisors, administrators, and other resources on campus and within the community as the representative of the project.
   h. Shall promote a positive relationship with the Union.

i. Additional duties as outlined in the job description in the SEA CLEAR academic year proposal.
j. Shall carry out the general duties of a staff member.
k. 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 Southeast Asian organizations.
    e. Shall attend mandatory All-Leadership retreats.
    f. Shall carry out the general duties of a staff member.
    g. 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 attend mandatory All-Leadership retreats.
    f. Shall prepare and present the academic year proposal and evaluations with the project staff.
    g. Shall meet with advisors, administrators, and other resources on campus and within the community as the representative for the project.
    h. Shall promote a positive relationship with the Union.
    i. Additional duties as outlined in the job description in the HOPE academic year proposal.
    j. Shall carry out the general duties of a staff member.
    k. 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. Shall attend mandatory All-Leadership retreats.
    e. Duties as specific coordinators are outlined in the job descriptions and narratives in the HOPE academic year proposal.
    f. Shall carry out the general duties of a staff member.
    g. 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/board meetings and retreats.