

The Constitution of the Mid-Atlantic Union of Vietnamese Student Associations

Article I – Mission

MAUVSA serves the Vietnamese American community, unifies the VSAs of the Mid-Atlantic region, and empowers young Vietnamese Americans by fostering cultural awareness, promoting social justice, and developing leadership.[36]

Article II – Constitution

- A. The constitution of the Mid-Atlantic Union of Vietnamese Student Association will be made accessible to all MAUVSA Executive Board Officers, Representatives of the Council of Regional Representatives (CORR), the member Vietnamese Student Associations of the region, as well as the public.
- B. Amendments to the constitution must be made in accordance with Article IX. [1]
- C. No member shall compromise the integrity, mission, or honor of MAUVSA through their actions, endorsements, or extracurricular activities including but not limited to their social media, personal lives, and career. [22]

Article III - Members

- A. Schools of MAUVSA
 - 1. Participating in the founding of MAUVSA through 2/3 attendance of the founding meetings:
 - a. VSA at George Mason University
 - b. VSA at George Washington University
 - c. VSA at James Madison University
 - d. VSA at University of Maryland College Park
 - e. VSA at University of Virginia
 - f. VSA at Virginia Commonwealth University
 - g. VSA at Virginia Polytechnic Institute and State University [2]
 - 2. Inducted into MAUVSA through successful completion of the application process, trial period, and approval vote:
 - a. VSA at Georgetown University [10]
 - b. VSA at University of Maryland Baltimore County [21]
 - c. VSA at North Carolina State University [29]
 - d. VSA at Old Dominion University [33]
- B. Membership Admission
 - 1. VSAs within the Mid-Atlantic region (Delaware, the District of Columbia [3], Pennsylvania, Maryland, Virginia, North Carolina [30] and West Virginia) requesting admission into MAUVSA must complete an application process as well as a trial period.
 - a. The application will include, but is not limited to:
 - i. Founding date
 - ii. List of events
 - iii. List of Executive Board officers since establishment
 - iv. List of members
 - b. The trial period will consist of, but is not limited to:
 - i. Attendance and participation in 3 President/MR meetings without voting rights
 - ii. Attendance of MAUVSA events
 - iii. A semester waiting period
 - c. Admission into MAUVSA will be granted with:
 - i. Voting approval of 2/3 of the required CORR voting quorum
 - 2. Non-discrimination clause
 - a. The organization will not restrict membership and/or activity by reason of age, citizenship, disability, gender, race, religion, national origin, political affiliation,

- sexual orientation, or status as a disabled veteran or veteran of the Vietnam eras.
- b. Notwithstanding these requirements, the organization may restrict membership based on an ability to perform the activities related to the organization's purpose.

C. Retaining Active School Status

1. VSAs within MAUVSA must complete the following within the current academic year to be considered an active VSA school of MAUVSA.
 - a.
2. VSAs within MAUVSA that do not accomplish the requirements listed above shall be considered for inactive status.

D. Inactive/Suspended Schools

1. Schools not recognized as an official organization at their university shall not be able to vote on MAUVSA related matters.
2. Schools facing disciplinary action shall be suspended and shall not be able to vote on MAUVSA related matters.
3. Schools facing suspension shall wait one school semester to apply their reinstatement of their voting rights at the quorum of the Executive Board.

Article IV – Executive Board

A. Definition

1. The Executive board will consist of five elected officers, namely: President, Internal Vice President, External Vice President, Treasurer, and Secretary. [7]
2. Executive board positions are open to those within the VSA community and no longer limited to only those who have previously held office in their VSA. Candidates for Executive board must belong to a VSA. [20]
3. All executive officers must be at least in their second year of college or a young professional.
4. All executive officers must identify as a member of the Mid-Atlantic region.
5. Executive officers as a collective group share one vote. [12]

B. Executive Officers

1. President
 - a. The President shall oversee all internal and external affairs.
 - b. The President shall work with the secretary to create meeting agendas.
 - c. The President shall preside over Executive and CORR meetings.
 - d. The President shall maintain order and delegate responsibilities.
 - e. The President shall ensure the organization operates in conformity with the constitution.
 - f. The President shall be expected to attend all MAUVSA events.
 - g. The President cannot concurrently be president of any other VSA.
2. Internal Vice President [28]
 - a. The Internal Vice President shall assume presidential responsibilities in the event the president is unable to perform them.
 - b. The Internal Vice President shall manage internal affairs with the executive board.
 - c. The Internal Vice President shall maintain relations among the VSAs within the MAUVSA.
 - d. The Internal Vice President will mediate and resolve conflicts between Executive Board and CORR members.
 - e. The Internal Vice President shall assist other officers.
 - f. The Internal Vice President shall ensure the organization operates in conformity with the constitution.
3. External Vice President [4]
 - a. The External Vice President shall assume internal vice president responsibilities in the event that the internal vice president is unable to perform them.

- b. The External Vice President shall be responsible for publicizing and advertising on behalf of MAUVSA.
 - c. The External Vice President shall act as a media liaison.
 - d. The External Vice President shall seek out new resources for MAUVSA.
 - e. The External Vice President must be able to effectively communicate with the Vietnamese and Vietnamese American community.
 - f. The External Vice President shall work with the Secretary and Treasurer to ensure MAUVSA's non-profit status is up to date
 - g. The External Vice President shall ensure the organization operates in conformity with the constitution. [17]
- 4. Treasurer
 - a. The Treasurer shall assume the responsibilities of the external vice president in the event that the external vice president is unable to perform them.
 - b. The Treasurer shall set and balance the budget to be approved by the President. [26]
 - c. The Treasurer shall be responsible for reimbursements.
 - d. The Treasurer shall keep detailed and accurate records of receipts.
 - e. The Treasurer shall seek out monetary sponsorships.
 - f. The Treasurer shall be responsible for applying for grants.
 - g. The Treasurer shall be responsible for the management of MAUVSA bank accounts.
 - h. The Treasurer shall be responsible for coordinating fundraising events.
 - i. The Treasurer shall work with the External Vice President and the Secretary to ensure MAUVSA's non-profit status is up to date
 - j. The Treasurer shall ensure the organization operates in conformity with the constitution.[17]
- 5. Secretary
 - a. The Secretary shall assume the responsibilities of the treasurer in the event the treasurer is unable to perform them.
 - b. The Secretary shall take meeting minutes and send them to the executive board and CORR within 48 hours of the meeting.
 - c. The Secretary shall be responsible for keeping detailed and accurate records of events.
 - d. The Secretary shall maintain and update contact information.
 - e. The Secretary shall reserve meeting rooms and other necessary spaces.
 - f. The Secretary shall work with the president to create meeting agendas.
 - g. The Secretary shall ensure the organization operates in conformity with the constitution.[17]
 - h. The Secretary shall create and maintain a master calendar of MAUVSA events. [27]
 - i. The secretary shall work with the External Vice President and Treasurer to ensure MAUVSA's non-profit status is up to date

Article V – MAUVSA Representatives (MR)

- A. Definition
 - 1. The MAUVSA Representative is the primary voting body of MAUVSA.
 - 2. The MAUVSA Representative will consist of two members selected by individual VSAs to represent the interests of each VSA.
- B. Responsibilities
 - 1. MAUVSA Representative members shall be a liaison between MAUVSA and individual VSAs.
 - 2. MR members shall attend MAUVSA meetings.
 - 3. MR members shall be expected to attend the majority of MAUVSA events.

Article VI – Cabinet [5]

- A. Definition [13]
 - 1. Cabinet members/positions are appointed and/or elected [34] by the executive board to

- perform specific tasks to aid [8] in the maintenance of MAUVSA.
- 2. Cabinet members must be at least in their second year of college or a young professional.
- 3. Cabinet members must be based out of the Mid-Atlantic region.
- 4. Cabinet members voting rights are at the discretion of the Executive Board.
- B. Cabinet Positions
 - 1. Union of North American Vietnamese Student Association Council of Regional Representative (UNAVSA CORR)
 - a. The UNAVSA CORR shall be the ambassador & liaison between UNAVSA and MAUVSA
 - b. The UNAVSA CORR shall vote on UVSA related matters as the MAUVSA Regional Representative
 - c. The UNAVSA CORR shall be fully informed on all UNAVSA matters and relay all relevant information to MAUVSA eboard and members including, but are not limited to: CPP, goals, missions, projects, elections, conferences, and events
 - d. The UNAVSA CORR shall maintain a friendly and professional relationship with UNAVSA's Executive Board and all UNAVSA regions
 - e. The UNAVSA CORR shall periodically attend MAUVSA meetings as determined by the executive board.
 - 2. Webmaster
 - a. The webmaster shall be responsible for the creation of the official MAUVSA website.
 - b. The webmaster shall be responsible for the maintenance of the MAUVSA website.
 - c. The webmaster shall periodically attend MAUVSA meetings as determined by the executive board.
 - 3. Marketing/Public Relations Chair (MPR)
 - a. The Marketing/Public Relations Chairs shall maintain records for member VSAs.
 - b. The Marketing/Public Relations Chair shall keep, organize, and maintain photo and video records for MAUVSA as well as member VSAs.
 - c. The Marketing/Public Relations Chair shall maintain and utilize MAUVSA social media accounts for the purpose of marketing and branding
 - d. The Marketing/Public Relations Chair shall make sensitive records belonging to a particular VSA only available to its current executive board members.
 - e. The Marketing/Public Relations Chair shall work to help improve member retention and member involvement.
 - f. The Marketing/Public Relations Chair shall periodically attend MAUVSA meetings as determined by the executive board.
 - 4. Alumni Association Chair
 - a. The alumni association chair shall keep records of contact information of member-VSA alumni.
 - b. The alumni association chair shall act as a liaison between member-VSAs, MAUVSA, and alumni.
 - c. The alumni association chair shall create events for the purpose of networking among alumni and students.
 - d. The alumni association chair shall periodically attend MAUVSA meetings as determined by the executive board.
 - 5. MAUVSA Internship Program
 - a. The intern shall assist Executive Board in projects that is at their discretion.
 - b. The intern shall attend MAUVSA meetings as determined by the Executive Board

Article VII – General Voting Practices

- A. A quorum of at least 66% of the MAUVSA Representative is required to vote. [14][25][35]
- B. A majority consists of 2/3 of MAUVSA Representative member schools present to vote.
- C. Each Member will be permitted 1 vote.
- D. A Member VSA with no MAUVSA Representative present at a meeting are not permitted to vote.

Article VIII – Elections

A. MAUVSA Representative

1. MAUVSA Representatives are elected by their individual VSAs according to the election process set out by their VSA.

B. Executive Board

1. The Executive Board will be elected by the MAUVSA Representative serving the current school year, with one vote per Member VSA.
2. Absentee voting
 - a. In an event that schools cannot provide representation at the election, schools vote will be abstained.
3. Election of a new Executive Board must occur before June of each year, with June being the official inauguration of each new Executive Board. [9][23]
4. Election of a new Executive Board shall occur annually during MAUVSA Advance Conference. The MAUVSA Representative will vote to hold elections at another time and location in the event that MAUVSA Advance Conference is cancelled. [37]

C. Executive Board Elections

1. All Executive Board elections will be open to the public.
2. The MAUVSA Representative will elect an individual not running for an executive board position to preside over the elections.
3. The order of elections will follow the order of officers presented in Article IV.
4. For each office, the order of speeches will be randomized.
5. Each candidate will have a maximum of three minutes to present a speech during which all other candidates for the same office will not be present.
6. Each candidate will take questions from the audience for a maximum of five minutes during which all other candidates for the same office will not be present. One motion to extend questioning will be allowed, for a maximum of five additional minutes. [15]
7. After all the candidates for a particular office have given a speech and have taken questions, deliberations will be held for a maximum of ten minutes during which none of the candidates are present. Two motions to extend deliberation will be allowed, for a maximum of ten additional minutes. [16] Conversely, motions to end deliberations will also be allowed for MAUVSA Representative vote. [31]
8. Each member school will rank the candidates in order of preference..
9. Executive board members are elected with 51% of the required MAUVSA Representative voting quorum.
10. Results of elections must be immediately announced.
11. If no single candidate receives 51% of the vote, instant run-off elections begin.
 - a. The bottom candidate will have their votes re-allocated to the next candidate according to the preferences.
 - b. This process will repeat until 51% of the required MAUVSA Representative voting quorum.
12. If a candidate does not win a particular office, he or she is permitted to run for any other subsequent position(s).
13. If elections cannot be completed in a single session, MAUVSA Representatives may vote to adjourn, provided that they select another date before inauguration in June of that year to continue. [32][38]

D. Executive Board Elections Committee

1. The MAUVSA Executive Board Elections Committee will be voted by the CORR at least 1.5 months prior to elections, which are held at the MAUVSA Advance Conference.
2. The executive board elections committee will be consistent of at LEAST 2 members that have been previous MAUVSA officers.
3. The executive board elections committee will be in charge of:
 - a. Creating the nominations information
 - b. Running the elections
 - c. Announcing the results of the votes during elections
 - d. Moderating elections
 - e. Providing information to constituents in regards to elections

- f. Sending emails to candidates in regards to elections

Article IX – Revisions to the Constitution

- A. Proposed amendments to the constitution must be submitted in writing to the executive board.
- B. Proposed amendments must be addressed at the next possible summit unless addressed in an online forum in circumstances of expedition. [24]
- C. Amendments must be approved by 2/3 of the required MAUVSA Representative voting quorum.

Article X – Motion of No-Confidence

- A. A motion of no-confidence may be brought forth upon members of the executive board or the board of advisors. [19]
- B. A motion of no-confidence must be brought forth by members of the executive board, the board of advisors, or the CORR.[19]
- C. A motion of no-confidence may be brought forth as a result of, but not limited to, the following reasons:
 - 1. Lack of attendance
 - 2. Violating the constitution
 - 3. Negligence
- D. A motion of no-confidence will keep to the following procedure:
 - 1. All motions of no confidence must be submitted in written form to the President. In the event that the motion is being served upon the president, the motion will be submitted to the internal vice president.
 - 2. The officer whom the motion is served upon will receive a copy of the written motion at least one week prior to the next summit.
 - 3. At the next summit, the motioner has a maximum of ten minutes to present his or her case against the motionee.
 - 4. The motionee will have a maximum of ten minutes to respond.
 - 5. The CORR will have a maximum ten minute question and answer period for the motionee.
 - 6. The CORR and remaining executive board members will have a maximum of ten minutes for deliberation which the motioner and motionee will not be present for.
 - 7. If 2/3 of the required CORR voting quorum approves the motion, the motionee will officially be asked to resign.

Article XI – Non Profit Status [6]

- A. MAUVSA exists for charitable and educational purposes.
- B. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes. [11]

Article XII – Advisors [18]

- A. Definition
 - 1. Advisors are individuals selected to provide guidance and support to the executive board and chairpersons
 - 2. All advisors must have served as a MAUVSA officer
 - 3. Advisors must be based out of the Mid-Atlantic region
 - 4. Advisors do not have voting rights
 - 5. The number of advisors cannot exceed the number of executive officers and chairs currently serving in office at the time of selection
 - 6. Advisors will be selected for a one-year term by the Executive Board and approved by the CORR via written application by the first summit of the year
 - 7. The application will include, but will not be limited to
 - a. Name

- b. VSA experience
 - c. MAUVSA experience
 - d. Vietnamese American community involvement
 - e. A paragraph explaining why the candidate would like to be an advisor
- B. Duties
 1. Advisors shall provide ongoing support and guidance to the executive board and cabinet by being available to answer questions and concerns
 2. Advisors shall provide the organization with leads to financial, cultural, educational and community resources
 3. Advisors shall attend a minimum of one summit per semester
 4. Advisors shall have mandatory participation in the planning or execution of at least two major MAUVSA events
 5. Advisors shall ensure the organization operates in conformity with the constitution.

Article XIII - Sexual Misconduct/Violence [39]

- A. Definition
 - a. Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. (<https://www.eeoc.gov/eeoc/publications/fs-sex.cfm>)
- B. Complaint Resolution Procedures
 - a. Complaints should be submitted as soon as possible after an incident has occurred, preferably in writing. The Executive Board may assist the complainant in completing a written statement or, in the event a person(s) refuses to provide information in writing, the Executive Board will dictate the verbal complaint.
 - b. To ensure the prompt and thorough investigation of a sexual harassment complaint, the complainant should provide as much of the following information as is possible:
 - i. The name of the person or persons allegedly committing harassment.
 - ii. A description of the incident(s), including the date(s), location(s) and the presence of any witnesses.
 - iii. The names of other individuals who might have been subject to the same or similar harassment.
 - iv. What, if any, steps the complainant has taken to try to stop the harassment.
 - v. Any other information the complainant believes to be relevant to the harassment complaint.
 - c. All person(s) are encouraged to ensure enforcement of this policy by reporting any known or suspected violations.
 - d. The Executive Board must immediately investigate an allegation of sexual harassment and take the necessary action to ensure that all instances of sexual harassment are addressed swiftly, fairly, and effectively.
 - e. The Executive Board is directed to take assertive action to ensure that the principles of this policy are fully implemented and to ensure an environment free from sexual harassment.
- C. Disciplinary action
 - a. Members who violate this policy are subject to appropriate discipline. If an investigation results in a finding that this policy has been violated, the mandatory minimum discipline is a written reprimand. Persons who violate this policy may also be subject to civil damages or criminal penalties.
- D. Confidentiality
 - a. All complaints and investigations are treated confidentially to the extent possible and information is disclosed strictly on a need-to-know basis. The identity of the complainant is usually revealed to the parties involved during the investigation and the Executive Board takes adequate steps to ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to a sexual harassment complaint or investigation is maintained in secure files with the Executive Board.
- E. Personal Action
 - a. If a member feels that they are being subjected to sexual harassment they may immediately inform the harasser that the conduct is unwelcome and needs to stop. If the inappropriate conduct does not cease, or if the member is unable to or uncomfortable

with addressing the alleged harasser directly, they should report the incident to the Executive Board. It is helpful, but not required, to provide a written record of the date, time and nature of the incident(s) and the names of any witnesses. It is important to report all concerns of sexual harassment or inappropriate sexual conduct to the Executive Board as soon as possible. The Executive Board must be made aware of the situation so that it can conduct an immediate and impartial investigation and take appropriate action to remediate or prevent the prohibited conduct from continuing.

Article XIV - MAUVSA General Events Venue Selection [40]

- A. MAUVSA Advance Conference, MAUVSA Leadership Camp, Gala, and other events that generate large audiences shall be selected by the preceding Executive Board for the following year at their own discretion.

Amendment/Revision History

Organizing document approved, ratified, and adopted by the governing body on July 21, 2007

1. Revised 3-30-08. Article II(A). Original text: "...Article VIII."
2. Revised 3-30-08. Article III(B)(1)(g). Original text: "Virginia Polytechnic University."
3. Revised 3-30-08. Article III(B)(3). Original text: "District of Colombia..."
4. Revised 3-30-08. Article IV(B)(3). Removed original text: "f. The external vice president shall be responsible for maintaining the MAUVSA website." Subsequent clauses renumbered.
5. Amended 3-30-08. Article VI. Subsequent articles renumbered 3-30-08.
6. Amended 3-30-08. Article XI.
7. Revised 6-14-08. Article IV(A)(1). Original text: "...Secretary, and Treasurer."
8. Revised 6-14-08. Article VI(A)(1). Original text: "aide"
9. Revised 7-20-08. Article VIII(B)(3). Original text: "...before July 31st of each year, with August 1st being the official inauguration of each new executive board."
10. Amended 2-28-09. Article III(B)(2)(a).
11. Revised 6-13-09. Article XI(B). Original text: "Upon dissolution of the organization, the remaining assets must be used exclusively for the purposes listed above and in the mission statement."
12. Revised 4-18-10. Article IV(A)(5). Original text: "Executive officers do not have voting rights."
13. Revised 4-18-10. Article VI(A). Removed original text: "2. Chairpersons must have served as a VSA officer at his or her respective school." Subsequent clauses renumbered.
14. Revised 4-18-10. Article VII(A). Original text: "A quorum of 3/4 of the CORR is required to vote."
15. Amended 9-11-10. Article VIII(C)(6).
16. Amended 9-11-10. Article VIII(C)(7).
17. Amended 9-10-11. Article IV(B)(3)(g), Article IV(B)(4)(i), Article IV(B)(5)(g).
18. Amended 9-10-11. Article XII.
19. Revised 9-10-11. Article X(A), Article X(B). Original text: "A. A motion of no-confidence may be brought forth upon members of the executive board by CORR member(s) or other executive board members." Subsequent clauses renumbered.
20. Revised 12-22-12. Article IV(A)(2). Original text: "2. All executive board officers must have served as a VSA officer at his or her respective school."
21. Amended 1-26-13. Article III(B)(2)(b).
22. Amended 2-9-14. Article II(C).
23. Revised 2-9-14. Article VIII(B)(3). Original text: "August 14th" and "August 15th"
24. Revised 2-9-14. Article IX(B). Original text: "Proposed amendments must be addressed at the next possible summit"
25. Revised 2-9-14. Article VII(A). Original text: "A quorum of 5/8 of the CoRR is required to vote".
26. Revised 2-9-14. Article IV(B)(4)(b). Added text: "...to be approved by the President."
27. Revised 2-9-14. Article IV(B)(2). Removed original text: "g. The internal vice president shall compile a master calendar of VSA events throughout the region."
28. Amended 2-9-14. Article IV(B)(5)(h).
29. Amended 3-22-15. Article III(B)(2)(c).
30. Amended 3-22-15. Article III(B)(3).
31. Amended 3-22-15. Article VIII(C)(7).
32. Amended 3-22-15. Article VIII(C)(15).

33. Amended 2-24-16. Article III(B)(2)(d).
34. Revised 2-24-16. Article VI(A)(1). Added text: "...appointed and/or elected by the executive board...."
35. Revised 2-24-16. Article VII(A). Original text: "...A quorum of 6/9 (66%) of the CoRR is required to vote..."
36. Revised 2-24-16. Article I. Original text: "To serve, empower, and unify the Vietnamese American community, the VSAs of the Mid-Atlantic region, and the wider Mid-Atlantic region, through inspiring young Vietnamese Americans, fostering cultural awareness, promoting social justice and leadership, and being the voice of our members."
37. Revised 3-5-17. Article VIII(B)(4).
38. Revised 3-5-17. Article VIII(C)(15). Added text: "...before inauguration in June of that year..."
39. Revised 4-16-19. Article XIII. Added Sexual Misconduct/Violence clause.
40. Revised 4-16-19 Article XIC. Added MAUVSA General Events Venue Selection
41. Amended 10-12-19 Article XI. Added UNAVSA CoRR and clarified positional roles. Renamed to Cabinet
42. Amended 10-12-19 Article XIII. Updated Election procedure
43. Revised 10-12-19. General Wording and Clarification