

**Filipino American Student  
Association  
Sa University of Washington Bothell  
Constitution**

**Established May 9th, 2016**

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**ATTESTATION OF FOUNDING OFFICERS**

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## **ARTICLE I: NAME**

### Section I

The name of this organization shall be the Filipino American Student Association (FASA) sa University of Washington Bothell (effective May 9, 2016).

## **ARTICLE II: VISION**

### Section I

The Filipino American Student Association sa University of Washington Bothell's vision is to establish a solid foundation of diverse individuals through social justice, leadership, heritage, education & professional development.

## **ARTICLE III: MISSION**

### Section I

The mission of the Filipino American Student Association sa University of Washington Bothell is to foster our community by providing:

- Membership & networking opportunities
- Workshops related to professional development
- Education & demonstration of our heritage
- Awareness of current events & social justice issues

## **ARTICLE IV: PURPOSE**

### Section I

The main purpose of this organization shall meet the Cultural, Educational, Social, and Political needs of FASA members and its surrounding community;

### Section II

It shall be the purpose of this organization to encourage discussion and involvement in order to promote greater awareness of Filipino history, Filipino-American history, and cultural heritage for edification of its members;

### Section III

To provide mentorship, guidance, and counseling to current and prospective members

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#### Section IV

To provide a forum in which different issues and ideals may be discussed, defined, and acted upon, and strive to represent the interest of students as a whole in the University's political processes and society at large;

#### Section V

To sponsor social functions as may be appropriate to increase cohesion, identification, and fellowship among members, their families, and the academic community. [See Appendix A: Donations]

#### Section VI

To support and promote understanding through Political, Educational, Cultural exchanges, and Social activities among FilipinX/Filipino American students and other student organizations.

### **ARTICLE V: MEMBERSHIP**

#### Section I

This organization shall consist of active members and official members:

- A. Active members are defined as actively involved students and people of the community.
- B. There are no membership fees because The Services and Activities Fee Committee (SAF) provides the funds for all UWB students.
- C. Official membership is valid until the last day of summer quarter.
- D. Official membership master list must be available to the public.
- E. This organization and its members shall not discriminate against any individual(s) because of race, color, creed, religion, national origin, citizenship, sex, pregnancy, age, marital status, sexual orientation, gender identity or expression, genetic information, disability, or veteran status.

#### Section II

Membership shall be open to graduate and undergraduate students, members of the staff of the University of Washington Bothell, and others, who promote, support, and work for the purpose of this association as provided in Article II of this constitution;

#### Section III

The majority of the organization's members must be University of Washington Bothell students;

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#### Section IV

Recruitment of new membership shall be drawn from, but not restricted to, the student population on the University of Washington Bothell campus;

#### Section V

##### Rights and Responsibilities of Membership

- A. Members shall have full democratic rights.
- B. Members shall have the right to attend any of this organization's general meetings and participate in committee activities and discussions.
- C. Members must abide by the constitution of this organization, and carry out decisions and plans of this organization
- D. Members shall have the right to tactfully criticize leadership or any member if mistakes or errors are made, in order to correct and prevent a recurrence.
- E. All members who attend the University shall abide by the Club Council and the University's Student Conduct Code. [See Appendix B and C]
- F. Official members of FASA sa UWB are persons who have attended 2 meetings in the membership period.
- G. Only official members are allowed to vote in which they must be present on Election Day. Any voting discrepancy or call for re-vote shall be handled on a case-by-case basis.

### **ARTICLE VI LEADERSHIP**

#### Section I

The leadership of this organization shall consist of an executive and committee board, made up of elected and/or appointed members who are University of Washington Bothell students;

#### Section II

- A. The Executive Board shall consist of a President, Vice President, Secretary, and Treasurer, following a chain of command in that order. [See Appendix D: Club Handbook]
- B. The Committee Board shall consist of an Activities Chair, Cultural Chair, Historian, Fundraising Chair, Outreach Chair, Political Chair, Public Relations Chair, Sayaw Chair, quarterly Intern(s), and Senior Advisor(s). The Committee and Executive board shall appoint a representative for club council to attend meetings when necessary. If the

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representative is not able to attend they are responsible for passing that responsibility to another officer.

- C. Officers within Executive and Committee Boards must assist each others' projects to the best of their ability.

### Section III

- A. President will preside over mass and executive board meetings and will serve as the spokesperson for the organization. Except in small board meetings, the President may not debate a question while presiding. If the chair wishes to debate, he/she/they relinquishes the chair to the organization's vice-president and resumes the chair after the question has been resolved. The President may vote when it could affect the final outcome (to break a tie) or when the vote is by ballot. \*Founding officers have two Presidents but future boards will only have a single President.
- B. Vice President must be familiar with all the responsibilities of the president and must be ready to preside when called on (when the president is absent, president wants to debate, or when a personal motion about the president is made). He/She/They will construct meeting agendas. He/She/They will work in close cooperation with the President. He/She/They shall be responsible for communicating with the committee chairs and oversees the progress of general meetings.
- C. Secretary maintains the records and sits close to the presiding officer during officer and general meetings to assist and take notes. The Secretary must be able to explain the pending business when called on. The Secretary also keeps committee reports on file, maintains the official membership roll, maintains records of volunteer hours and keeps track of what comes in and out of the email account, and notifies officers, committee chairs, and delegates of their election or appointment.
- D. Treasurer takes care of the transactions and financial statements by recording and keeping an accurate record of all money received and disbursed, depositing all money received in the account or the organization, and collecting dues. The Treasurer shall also oversee and approve all budget proposals, reports and reimbursements made by the organization. The Treasurer will also be in charge of submitting budget requests to Club Council when necessary.
- E. Activities Chair plans and executes events that promote student interaction by providing activities that encourage the social aspects of FASA sa UWB. Throughout the year, the activities chair has the ability to create, organize, and oversee various committees for organization events. Activities chair will execute the Filipino Graduation to be held at the end of May or beginning of June.
- F. Cultural Chair educates and promotes cultural awareness to the organization at each meeting. The Cultural Chair's main focus includes planning out events in collaboration with the Historian and Activities Chair to demonstrate Filipino-American culture and

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honor Filipino heritage throughout the year. In collaboration with Sayaw Chair, Cultural Chair will educate members regarding traditional Filipino dances, providing cultural authenticity within performances.

- G. Fundraising Chair will take charge, plan, and coordinate events in order to raise funds for the organization while reporting and consulting the Treasurer. Fundraiser chair shall also promote and organize volunteer work that aligns with our mission, vision and purpose while in collaboration with activities chair to execute these events. Fundraiser chair shall also be responsible for keeping track of volunteer hours.
- H. Historian records and documents all events/activities that occur throughout the year. The responsibilities of the Historian is to inform and educate the members of the community with topics related to the History of the Philippines and our people. They are in charge of updating scrapbooks/archives to be kept in the office, taking pictures at every FASA event, creating slideshows when needed, and (e.g. updating an online picture album). They are also in charge of updating the alumni contact list and developing ways for FASA alumni to reconnect/network.
- I. Outreach Chair will be responsible for promoting the club's name and image within the University of Washington Bothell. Outreach Chair will also act as the liaison between general members and the officer board. Outreach Chair must also be officially trained by the UWB Club Council. He/She/They will assist Public Relations by managing social media platforms along with promoting club events and information to members within the Bothell community.
- J. Political Chair will represent and handle political issues of interest surrounding the University of Washington Bothell campus and the community relevant to the purpose of FASA. It is also the Political Chair's responsibility to inform members of the organization at each meeting through educational and interactive corners.
- K. Public Relations Chair promotes the events of FASA sa UWB. The Public Relations Chair will be responsible for informing the members by making brochures, flyers, and updating all social media platforms. This chair will also create all promotional items as well as maintain printing requests for any event. Public Relations must also be officially trained by the UWB Club Council. He/She/They will assist Outreach Chair by managing social media platforms along with promoting club events and information to members and the greater Bothell community.
- L. Sayaw Chair will initiate leading dance lessons to educate and entertain the community of Filipino cultural dances and its history. Sayaw chair will also be the main coordinator and point of contact for performances, practices, and workshops. Sayaw Chair will also keep an inventory of all Sayaw supplies along with any new additions, as well as a record of all dance team members within that year. In collaboration with Cultural Chair, Sayaw Chair will educate members regarding traditional Filipino dances, providing cultural authenticity within performances.

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- M. Intern(s) is/are a quarterly position that is selected by the presiding officer board. They collaborate with the Executive and Committee boards of FASA. The intern(s) is/are given the choice to shadow any officer position they wish to gain a better understanding of the position's responsibilities and tasks, while also assisting any officer with their corresponding duties when necessary.
- N. Senior Advisor(s) is/are a position chosen by the officer board. All presiding officers will nominate candidates, take a vote internally within the board, and the executive chairs will make the final decision. The advisor(s) must have at least one (1) year previous officer experience and must be available to officers whenever guidance is necessary. It is also required that the Senior Advisor(s) must hold the board accountable and ensure that events/programs align with the organization's mission and vision.

## **ARTICLE VII MEETINGS**

### **Section I**

Regular general meetings of this organization shall be held bi-weekly except for holidays and finals week;

### **Section II**

Officer meetings shall be held weekly aside from general meetings;

### **Section III**

Special meetings may be held at any time when called by the Executive Board upon 24 hours notice to members;

## **ARTICLE VIII: ELECTIONS**

### **Section I**

- A. Elections of all positions shall be held at a general meeting during Spring Quarter.
- B. Only official members that are matriculated students of the University of Washington Bothell and have been official members for at least 2 weeks prior can run for office.
- C. All candidates are considered through application that is made by the presiding officer board. Any graduating officers as well as any officer who wishes not to participate in the upcoming election can decide on the process of how the election will be run that year.

### **Section II**

Term of office shall start first week of Summer Quarter, and last one calendar year;

### **Section III**

Should any vacancy occur in office, it shall be filled by election or appointment by the Executive Board, if deemed necessary;

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## Section IV

### Voting

- A. Voting members must be official members at least 2 weeks prior to voting.
- B. All voting must be done in person but those unable to attend elections are able to vote via an executive officer or supervisor after watching a recorded video of candidates' speeches by stated or said date.
- C. Ballot counting will be done by the executive board, if they are not running for a position, and an advisor as a supervisor.
- D. If more than half of the Executive Board is running, ballot counting shall be done by chain of command, as long as they are not running for a position.

## **ARTICLE IX COMMITTEES**

### Section I

Committees shall be set up by the respective officer as the need may arise;

### Section II

Anyone interested in a particular committee may so join;

### Section III

The positions of each committee shall be assigned and removed by the respective officer;

## **ARTICLE X AMENDMENT**

### Section I

The constitution may be amended by a vote of 50% + 1 of the attending regular membership at any regular or special meeting;

### Section II

Advance notice of proposed amendments shall be posted or announced two (2) weeks before the regular or special meeting where such amendments shall come up for approval by the body.

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## **ARTICLE XI RATIFICATION**

### **Section I**

This constitution shall be adopted upon ratification by an attending majority vote of this organization of 50% + 1;

## **ARTICLE XII RESIGNATION**

### **Section I**

Any elected or appointed officer of the Executive or Committee Board, committee position(s) can resign;

### **Section II**

Officer resigning must construct 2 letters of resignation:

- A. A physical letter of resignation, signed and dated, formally presented to the attending officers at a scheduled meeting for that purpose.
- B. A word processed letter that may be easily sent out to the FASA email list serve, informing all members and alumni of the purpose of resignation.

### **Section III**

Officer will continue the duties of the position for a period of two weeks from time of official resignation;

## **ARTICLE XIII IMPEACHMENT**

### **Section I**

Any member of the Executive or Committee Board, officer or committee position can be impeached with the possibility of resignation of position;

### **Section II**

An officer may be impeached due to failure of fulfilling their duties/responsibilities as stated in ARTICLE V: LEADERSHIP, Section II;

### **Section III**

The proposed impeached officer has an allotted time determined by the Executive Board in order to redeem themselves;

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#### Section IV

- A. Impeachment hearings shall be held internally between elected/appointed officers.
- B. If the person impeached fails to redeem themselves during their probationary period then they are subject to resignation.
- C. To be impeached 50% + 1 of attending officers will constitute the majority;

#### Section V

The impeached officer cannot hold office for the next year after his or her resignation, but can run after this period.

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## APPENDICES

### Appendix A: Donations

All donations belong to FASA Sa UWB. The University of Washington Bothell and Club Council has no say in what FASA does with monetary donations or items. Monetary donations from FASA shall not be the primary option. Resources shall be allotted as seen fit by the Committee and Executive Boards and finalized by a vote. In the event that a monetary donation is being requested for causes other than what has taken place in the history of FASA, a full proposal shall be provided at the request of the Committee and the Executive Boards.

**ALL ORG SYNC LINKS ARE SUSPENDED DUE TO THE UNIVERSITY NOT USING THIS PLATFORM, NEW PLATFORM TO BE DECIDED.**

### Appendix B: Club Council Rules

The Club Council Rules can be found at <https://orgsync.com/64119/files/1029861> and <https://orgsync.com/36879/files/439737>

### Appendix C: UW Student Conduct Code

The UW Student Conduct Code can be found at <http://washington.edu/students/handbook/conduct.html>.

### Appendix D: Club Handbook

The Club Handbook can be found at <https://orgsync.com/36879/files/439737>

### Appendix E: Interview Process

Hiring Committee:

Head:

- ❖ The Head of “hiring” committee will be the current holder of the vacant position.
- ❖ In the event that there is no current officer, then the executive board would assume this role. [Chain of Command]

Responsibilities:

- ❖ They will be in charge of forming a committee that will consist of the current Executive Board as well as other relevant people appointed by the Head of Committee. (e.g. past officers)
- ❖ Committee will be in charge of forming relevant interview questions.
- ❖ The committee will be in charge of holding interviews and making the final decision.

Timeline:

\*Timeline must conclude by the end of Spring Quarter.

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1. Formation of committee.
2. Send out a call for cover letter and resumes.
3. Committee will hold interviews with applicants.
4. Have video recording of interviews for reference.

Committee will meet to discuss applicants and make final decision.

#### Appendix F: Social Media

All official content posted to the social media accounts of FASA sa UWB must be approved by either a member of the executive board or the Public Relations Chair. FASA sa UWB members are free to post to the Facebook group page as a form of maintaining correspondence with one another. Public Relations chair is responsible for keeping all members updated on any events and occurrences within the organization.

#### Appendix G: Northwest Filipino American Student Alliance Representative

This organization shall represent the University of Washington Bothell equally, ensuring that one officer attends at least one monthly meeting. The entire officer board must be up to date with all Northwest Filipino American Student Alliance affairs and ensure that the organization maintains voting rights within the alliance.

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5.

**ATTESTATION OF FOUNDING OFFICERS**

Executive Board:

Angelo Ocampo  
Co-President

Richiel Sta. Maria  
Co-President

Megan Nicole Sampang  
Vice President

Jessica Mangaliag  
Secretary

AJ Imadhay  
Treasurer

Committee Board:

Jomardee Perkins  
Activities

Rodelyn Baba  
Cultural

Jana Chieu  
Fundraising

Kevin Culala  
Historian

Liza Boardman  
Political

Treyvin Reonal  
Public Relations

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## ATTESTATION OF 2017-18 OFFICERS

### Executive Board:

Liza Boardman  
President

Jomardee Perkins  
Vice President

Ana Martinez  
Secretary

Christian Josh Ambion  
Treasurer

### Committee Board:

Jessica Iglesias  
Activities

Malea Capuno  
Cultural

Bryle Villanueva  
Fundraising

Julian Butiong  
Historian

Cedric Dacoco  
Political

Richelle Sivankeo  
Public Relations

Richiel Sta. Maria  
Senior Advisor

Alondra Pangilinan  
Spring Quarter Intern

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## ATTESTATION OF 2018-19 OFFICERS

### Executive Board:

Malea Capuno  
President

Alondra Pangilinan  
Vice President

Angel Fernandez  
Secretary

Christian Josh Ambion  
Treasurer

### Committee Board:

Joshua Buenbrazo  
Activities

Brian Calabia  
Cultural

Kathleen Aragon  
Fundraising

Jeramie Castillo  
Historian

Isaiah Ferrer  
Political

Cedric Dacoco  
Public Relations

Liza Boardman  
Senior Advisor

Michelle Muñoz  
Fall Quarter Intern

Richmond Sivankeo  
Winter Quarter Intern

Shania Baldevia  
Spring Quarter Intern

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## ATTESTATION OF 2019-20 OFFICERS

### Executive Board:

Christian Josh Ambion  
President

Alondra Pangilinan  
Vice President

Richelle Sivankeo  
Secretary

Isaiah Ferrer  
Treasurer

### Committee Board:

Richmond Sivankeo  
Activities

Aubrey Sta. Cruz  
Cultural

Katrina Martinez  
Fundraising

Jayson Agag  
Historian

Kelly Pham  
Political

Anna Cao  
Public Relations

Malea Capuno  
Senior Advisor

Daniel Malixi  
Fall Quarter Intern

Andrew Cornel & Anjah Fawcett  
Winter Quarter Interns

Aaron Carbonell & Jimwell Dumaguing  
Spring Quarter Interns

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## ATTESTATION OF 2020-21 OFFICERS

Executive Board:

Richmond Sivankeo  
President

Elijah Phan  
Vice President

Jadyn de Jesus  
Secretary

Angelina Galvez  
Treasurer

Committee Board:

Micah Dizon  
Activities

Jimwell Dumaguing  
Cultural

Andrew Cornel  
Fundraising

Amanda Edwards  
Historian

Fionna Jocson  
Outreach

Anjah Fawcett  
Public Relations

Aaron Carbonell  
Political

Jenna Magpayo  
Sayaw

Angel Fernandez & Richelle  
Sivankeo  
Senior Advisor

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Fall Quarter Intern

Winter Quarter Interns

Spring Quarter Interns

**Constitution Edit Log:**

Most recent past version of [constitution](#) & [amendment documents](#).

Edited Fall 2020 by: Richmond Sivankeo, President

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