

CONSTITUTION OF THE ASIAN PACIFIC STUDENT COALITION

Preamble

We, the members of the Asian Pacific American student community of the University of Pennsylvania, in order to represent the interests of the Asian Pacific American community at this institution, do hereby establish the Asian Pacific Student Coalition. It is our aim to voice and support the common interests and concerns of the Asian Pacific American community; to provide a forum for discussion, action, and exploration of issues of concern to students; and to present and to celebrate the richness of our diverse Asian Pacific cultures and backgrounds to the University community and beyond.

ARTICLE I: Name

The name of this organization shall be the Asian Pacific Student Coalition of the University of Pennsylvania.

ARTICLE II: Structure

Section I: Membership

A. Organizations

The Asian Pacific Student Coalition shall be an umbrella organization comprised of twenty-two (22) constituent groups: alpha Kappa Delta Phi, Asian Student Union, Bengali Students Association, Chinese Students Association, Club Singapore, Hong Kong Student Association, Japan Students Association, Korean Students Association, Lambda Phi Epsilon, Penn Hawaii Club, Penn Pakistan Society, Penn Philippine Association, Penn Sri Lankan Club, Penn Taiwanese Society, Propaganda Silk, Sangam, Sigma Beta Rho, Sigma Psi Zeta, South Asia Society, Thai Student Association, Vietnamese Students Association and Wharton Asian Exchange.

Section II: Constituency

All undergraduate students at the University of Pennsylvania who are members of the organizations above, as well as those who identify as APA or wish to participate in the APA community are constituents of the Asian Pacific Student Coalition.

Section III: The General Council

The General Council shall serve as the main body of the Asian Pacific Student Coalition and shall consist of at least one (1) representative from each member organization and the Executive Board.

Section IV: Requirements of General Council Members

The following requirements are set forth for the General Council:

- A. The constituent group representative shall be chosen by each member organization in accordance with its own regulations.
- B. The Executive Board shall serve on the General Council as non-voting members.
- C. General Council meetings shall be held bi-weekly. Each member organization shall send a representative, preferably the Presidents/Executive Chair. The representative may not be a member of the APSC Executive Board. General Council meetings shall be open to the public with the exception of those occasions when a motion is made to close a meeting and the motion carries with a majority vote.
- D. Probationary Status
Two (2) consecutive or a total of three (3) absences by a representative from a member organization during the academic year session will lead to probationary status which shall include but is not limited to voting privileges. One additional absence shall lead to dismissal from the Asian Pacific Student Coalition upon recommendation by the Executive Board and determination by the General Council. Reinstatement of full privileges shall be granted when a minimum of three (3) meetings are attended consecutively.
- E. Duties of the General Council include but are not limited to:
 1. Attending General Council meetings.
 2. Informing respective constituencies of Asian Pacific Student Coalition activities.
 3. Conveying any pertinent issues or questions to the General Council.
 4. Checking-in with the Vice Chair of Communications at every meeting.
 5. Attending the Asian Pacific Student Coalition leadership retreat each year along with the President and a rising leader of the respective organization.
 6. Voting in Council meetings with the exception of the Executive Board, the Chair shall cast a vote in order to break a tie.
 7. Informing the General Council of issues important to their constituency.

Section V: Executive Board

- A. Structure
The Executive Board of the Asian Pacific Student Coalition shall be comprised of a Chair, a Vice Chair Internal, Vice Chair of Constituent Affairs, Vice Chair of Political Affairs, Vice Chair of Finance, Vice Chair of External Affairs, and Vice Chair of Communications. The transition from the old board to the new board will last a period of one month from the date of the Executive Board elections.
- B. Qualifications
Members of the Executive Board must be full-time undergraduate students at the University of Pennsylvania and must discharge their duties faithfully, impartially, and promptly.
- C. Emergency

In addition, this Executive Board is to be a decision-making body to be called in case of emergencies, or when the General Council cannot be reached or called into session. Any member of the Executive Board may call an Executive Board meeting provided that the individual calling the meeting prepares an agenda and notifies all members of the Executive Board.

Section VI: Requirements of Executive Board

A. The Chair shall:

1. Serve on committees at the University of Pennsylvania and represent the interests of the Asian Pacific American community. Committees the Chair has participated on in the past include: Undergraduate Assembly Steering Committee, Minority Recruitment and Retention Committee, Pan-Asian American Community House Advisory Board, University Committee on Pluralism, University Committee on Student & Campus Life, Vice Provost of University Life Committee on APA Students, President's Committee on APA Student Issues, GIC Search Committee for APA Graduate Program Coordinator, and Asian American Studies Undergraduate Advisory Board.
2. Develop and cultivate key relationships with University departments and resource centers. This includes: Office of the President, Office of the Provost, Vice Provost of University Life, Admissions Office, Department of Academic Support, Pan-Asian American Community House, La Casa, Makuu, LGBT Center, and the Greenfield Intercultural Center.
3. Develop working relationships with other campus student groups and increase overall support for APSC goals. Student groups that APSC works with include: the Undergraduate Assembly, Student Committee on Undergraduate Education, Nominations and Elections Committee, UMOJA, Latino Coalition, Lambda Alliance, the Penn Consortium of Undergraduate Women and the United Minorities Council.
4. To maintain close relations and communication with the Pan-Asian American Community House staff and associated programs which pertain to the goals of APSC, including CATAPULT, PEER, APAHW, and APALI
5. Serve as the spokesperson for APSC. This includes representing the coalition to University administration, student groups both on and off-campus, and the media.
6. Serve on the PAACH Advisory Board and represent the interests of APSC at the meetings.
7. Attend regular meetings with other minority student coalition groups on campus to jointly support and achieve common goals.
8. Ensure the advancement and fortification of APSC through establishing and realizing goals, increasing contact with University officials, and rallying support from student leaders both on and off-campus.
9. Supervise and support the activities of the Executive Board.
10. Facilitate the bi-weekly General Coalition meetings and weekly Executive Board meetings, and ensure the productivity and efficiency of all meetings.

11. Lead the effort in archiving APSC history (PAACH/APA history in general) and maintain connections with the University of Pennsylvania APA Alumni Network.

B. The Vice Chair Internal shall:

1. Maintain a healthy atmosphere conducive to open dialogue within the Executive Board.
2. Guide each board member in his/her individual responsibilities, tasks and projects, by providing frequent feedback, resources, and mentoring.
3. Attend meetings with University leaders with the Chair and record minutes when the Chair acts as a spokesperson (in the event that only the Chair and Vice Chair Internal are present).
4. Attend regular meetings with other minority student coalition groups on campus to jointly support and achieve common goals.
5. Work closely with the Chair in all matters regarding APSC.
6. Assume the responsibilities of the Chair at meetings and events when the Chair is unable to attend.
7. Oversee the Advisory Council (AC), which is defined as APSC's rising leader mentorship program.

C. The Vice Chair of Political Affairs shall:

1. Direct the efforts of APSC in Asian American student activism with regards to political issues.
2. Aid the Chair in representing APSC and the concerns of Asian American students at meetings with University leaders
3. Maintain an in-depth understanding of the issues and concerns of Asian Americans and promote awareness of these issues, both at Penn and nationwide.
4. Continue the work of previous Vice Chairs of Political Affairs to support continuing efforts for Asian Pacific American needs at the University of Pennsylvania.
5. Keep the Executive Board and General Coalition informed of ongoing efforts with regards to, and issues facing Asian Americans.
6. Attend regular meetings with other minority student coalition groups on campus to jointly support and achieve common goals.
7. Support the Asian Pacific American Heritage Week's political programs and events.
8. Plan events that raise awareness of current and historical issues of interest to Asian Pacific Americans; empower Penn's Asian Pacific American community; and inform Penn's undergraduate body.

D. The Vice Chair of Constituent Affairs shall:

1. Maintain communication with the Asian Pacific American Heritage Week (APAHW) executive board.
2. Manage relationships between the Executive Board and General Council members, including but not limited to organizing events to unite the coalition.

3. Inform the coalition of ongoing community activities off campus that may be of interest of Asian Americans
4. Receive feedback from APSC constituent groups by reporting and discussing event proposals at General Coalition meetings, and interacting with groups individually.
5. Assist in the coordination of cultural activities among the constituent organizations of APSC.
6. Prepare a resource guide for freshmen, in order to familiarize them with the opportunities, resources, and activities available to them as APA students.

E. The Vice Chair of Finance shall:

1. Serve as a liaison to the Tangible Change Committee.
2. Serve as a liaison to the Intercultural Fund.
3. Have a comprehensive understanding of the resources available to the Asian American community at Penn
4. Maintain a record of expenses and the current financial status of APSC.

F. The Vice Chair of External Affairs shall:

1. Connect APSC with colleges in the greater-Philadelphia region and beyond
2. Present information to the Executive Board and General Coalition on the events and activities of other colleges in the region.
3. Attend and keep informed about intercollegiate conferences to act as a representative of the Asian American community at Penn (e.g. ECAASU, EOC, AAAS, and OCA)
4. To become acquainted with local community service organizations (e.g. Asian American United, Pan-Asia Radio, Asian Arts Initiative, SEAMAAC).
5. Attend meetings held by the Undergraduate Assembly, Civic House Associates Coalition, Social Planning and Events Committee, SPEC Connaissance, or any other body at Penn that affects the activities of the Asian American community.

G. The Vice Chair of Communications shall:

1. Take minutes and record votes at every Executive Board and General Coalition meeting.
2. Have organized files of the minutes of previous meetings available for the General Coalition and Executive Board for future reference.
3. Maintain the APSC listserv and ensure people are added-to and deleted-from the list accordingly.
4. Prepare a comprehensive directory of names, positions, e-mails, and phone numbers of each of the board members of the members of the General Council and the Executive Board of APSC.
5. To be a source for contact information for the twenty constituents.
6. Assist the vice chair in charge of collaborations in the communications sector.
7. Take attendance at each of the General Coalition meetings and any other events sponsored by APSC and be in charge of all meeting paperwork, just as sign-in sheets, name plaques, etc.

8. Reserve appropriate rooms for the APSC Executive Board and General Coalition meetings.
9. Manage of all meeting paperwork, just as sign-in sheets, name plaques, etc.
10. Write press releases as needed.
11. To compile announcements from constituents and send out weekly announcement emails to listserv.
12. Maintain a calendar of events for the Asian American community at Penn, which should include all events of the constituent organizations.
13. To coordinate regular meetings with staff members of the Pan-Asian American Community House. (This refers to the PAACH Director, Associate Director, and APSC board)
14. Responsible for contacting the office of the President, Provost, and VPUL for publicity of events.
15. To put together an APSC binder to pass on to future boards for continuity purposes.

Article III: Meetings and Procedures

General Council meetings shall be held on a bi-weekly basis. In case of emergency, or when the General Council cannot be reached, an Executive Board meeting shall be held. The Chair of the Asian Pacific Student Coalition reserves the right to call additional meetings as he or she deems necessary. No voting during a General Council meeting shall occur unless a quorum of two-thirds (2/3) of the voting members is present. All motions shall be considered carried by a simple majority vote of those members present, unless otherwise specified herein. The members of the Executive Board shall not vote during General Council meetings.

Article IV: Nominations and Elections of the Executive Board

Section I: The Executive Board

A. Nominations and Applications

Official nominations and applications for the election of the board shall be opened a month prior to the end of the fall semester, and closed before the elections. Applications can be extended to the day of the elections only if a motion to do so is carried by a majority vote.

B. Qualifications for Candidacy

1. No member may concurrently serve as Chair or Vice Chair Internal of the Asian Pacific Student Coalition and on the executive board of a member organization. Additionally, no member may concurrently hold an office on the executive board of the Asian Pacific Student Coalition and serve as President or Executive Vice President (or positions of comparable responsibility) of a member organization. Any and all determinations regarding the eligibility of a candidate in this matter will be made by the Chair, with counsel from relevant parties, including but not limited to,

the candidate under consideration and the Asian Pacific Student Coalition executive board.

2. No member may concurrently hold an office on the Executive Board of the Asian Pacific Student Coalition and serve as the Coalition Representative of a member organization.
3. All candidates must be full-time undergraduate students at the University of Pennsylvania who are of good academic standing and who do not plan to study abroad during their elected term.

C. Election Schedule

Elections for the Executive Board shall be conducted at the end of the fall semester after nominations have closed. The position of Chair and Vice Chair Internal-Elect shall remain as such until the rest of the Executive Board has been elected. Candidates may choose to drop down to run for other positions.

1. Speeches and Question and Answer Periods

Chair and Vice Chair Internal candidates shall be allotted five (5) minutes of speaking time. Candidates for Vice Chairs of Political Affairs, Constituent Affairs, Finance, External Affairs, and Communications, shall be allotted two (2) minutes of speaking time. Chair and Vice Chair Internal question and answer periods shall be ten (10) minutes long in duration. Question and answer periods for the positions of Vice Chairs of Political Affairs, Constituent Affairs, Finance, External Affairs, and Communications shall be five (5) minutes long in duration. A motion may be made to extend any time period; the motion must be seconded and approved by two-thirds (2/3) of the General Council in order to carry.

2. Voting

Quorum must be achieved in order to enter voting procedures; quorum shall be defined as having at least 75% of active voting members present during the election process. Active voting members shall be defined as those APSC representatives who are not in organizations on probation. No proxies are permitted.

The Chair and Vice Chair Internal shall be voted in by a two-thirds (2/3) majority. If the two-thirds (2/3) majority is not reached during the first vote, an additional time of up to five (5) minutes of deliberations will be given, which will be followed by another vote. If a two-thirds (2/3) majority is still not achieved, the executive board reserves the right to commence an application and interview process to fill the vacant position(s). The remaining Executive Board positions shall be voted in by a simple majority of the voting members present. In the case of multiple candidates for a single position, a first round of voting will determine the top two candidates. In the case of a tie among multiple candidates to determine the top two, each voting member will vote for their top two (2) candidates; the two that receive the most votes will move on in the election. If this results in a second tie, the Chair shall cast the deciding vote. There will then be up to an additional three (3) minutes of deliberations, after which a simple majority will decide the vote. If a tie between the top two candidates cannot be broken by a run-off election, then the Chair shall cast the deciding vote. The Executive Board is not allowed to vote during the elections.

Active voting members shall be allowed three vote possibilities: yea; nay; abstention. Abstentions shall not be accounted for in the percentage calculation of votes necessary to reach the aforementioned majority outcomes. Therefore, only yea or nay votes will be accounted for in the total vote count. The percentage of yea support shall determine if majority outcomes are achieved. Furthermore, if the number of abstentions causes the total number of votes to drop below that which quorum provides, voting procedure shall halt until quorum is again reached.

D. Term of Office

Terms of office for all Executive Board positions shall commence after the entire incoming board has been elected. The term ends at the end of the transition period.

Article V: Impeachment and Removal of Officers

Section I: Impeachment

Any member of the General Council, not including the Executive Board, may move to impeach any elected officer based on constitutional grounds. The charged officer(s) and all the General Council must be presented with a written notice of charges at the meeting where the motion for impeachment is made. Said motion must be seconded and carried by three-fourths (3/4) vote of the General Council. An impeachment meeting must then be called and held within one (1) month of the motion, before officially being removed by impeachment. The Chair shall preside over the impeachment meeting unless he or she is being charged, in which case the Vice Chair Internal shall preside.

Section II: Removal

In order for a motion for the removal of the charged officer(s) at the impeachment meeting to be considered, all of the General Council must be present at the designated impeachment meeting. The motion for removal shall require at least three-fourths (3/4) affirmative vote of the General Council.

Section III: Invalidation

All impeachments and removals shall be considered invalid if there is any breach of the above policy.

Article VI: Admission to the Asian Pacific Student Coalition

Section I: Conditions

Any organization shall be considered eligible for membership in the Asian Pacific Student Coalition provided that the organization represents undergraduate Asians Pacific Americans at the University of Pennsylvania, and does not have a definitive position within its own charter that is counterproductive to the goals and aims of the Coalition.

Section II: Procedure

An organization applying for admission shall approach the Chair and gain approval from the Executive Board to present at the next General Council meeting. At the next General Council meeting, the organization applying for membership shall present itself before the council, and the council shall consider and vote upon the application. If the discussion needs to be extended to the next General Council meeting, a motion must pass by majority vote. All members of the General Council must be present at the meetings in order for the application to be considered. A three-fourths (3/4) favorable vote shall be necessary for admission of the prospective organization.

Article VII: Adoption of and Amendments to the Constitution

Proposed adoption of and amendments to the Constitution must be submitted in writing to the Executive Board at least one (1) week before the General Council meeting where the proposal(s) is to be considered. All of the General Council must be present in order for voting on the proposal(s) to occur. Amendments shall be ratified by a three-fourths (3/4) favorable vote of all the General Council. The adoption of the Constitution shall be ratified by a three-fourths (3/4) favorable vote as well.