THE PENN PHILIPPINE ASSOCIATION CONSTITUTION

Preamble: We, the Filipino students, students with Philippine ancestry, and students with interests in the Philippines, of the University of Pennsylvania, in order to represent the Filipino community at this institution, do hereby establish the Penn Philippine Association. It is our endeavor to promote an appreciation for Philippine culture; to further the utilization of the Filipino language and written text; to act as a vehicle for interaction between Filipino Students at Penn and other institutions; to enhance the knowledge and comprehension of the Philippine’s illustrious history; and to examine the Philippines role in the world in both the present and future.

Article I- Name: The name of this organization shall be the Penn Philippine Association at the University of Pennsylvania.

Article II- Structure:

Section I: Membership and Constituency

All Penn-affiliated undergraduate, graduate, faculty and staff who are Filipino, have Filipino ancestry or possess an interest in the Philippines are constituents of the Penn Philippine Association.

Section II: Officers

The officers of the Penn Philippine Association consist of the President, Executive Vice President, Vice President of External Relations, Vice President of Communications, Director of Finance, Director of Social Programming, Director of Public Relations, Historian/Director of Alumni Relations, Webmaster and Freshman Liaison. Each officer must be a full-time student at the University of Pennsylvania and must perform the duties and responsibilities of their elected office with dedication, enthusiasm, objectivity and punctuality.

A. The President shall:

- Serve as the chief executive officer of the Penn Philippine Association
- Serve as the official representative of the Penn Philippine Association
- Be a liaison between the University Community and the Surrounding Community
- Keep the association and/or Executive Board informed of University agendas
- Represent and be the voice to all organizations acting as a liaison to FIND District V, the Asian Pacific Student Coalition and the United Minorities Council
- Coordinate and manage university-wide relations and with other campus groups
- Preside at all the General Council and Executive Board Meeting
- Serve as an ex-officio member on all standing committees
- In cases requiring an immediate answer, act in the name of PPA.

B. The Executive Vice President shall:

- Assume the responsibilities of the President when the President cannot fulfill those duties
- Act as a mediator for internal conflicts
- Meet semi-annually with the other officers to discuss their progress
- Oversee the activities of the Penn Philippine Association’s general body members and to promote a greater sense of Filipino culture, identity and community through interactive events and substantial programming.
- Plan and coordinate PPA weekly and monthly events
- Along with the President, must attend and be the liaison to all APSC meetings
- Assume responsibilities of assigning and maintaining the Ate/Kuya program

C. The Vice President of External Relations shall:

- Assume the responsibilities of the President when the absence of the Vice President of Cultural Programming
- Be a liaison to the greater Filipino community and work to create stronger relations with other collegiate Filipino organizations
- Represent the Penn Philippine Association to the greater Philadelphia area’s Filipino and Asian communities
- Represent PPA along with the President at all FIND District V, UMC, events and collaborations

D. The Vice President of Communications shall:

- Work closely with the President in preparing materials for all Executive Board and General Body meetings
- Work closely with the President in preparing materials for the University and Surrounding community
- Perform all administrative functions
- Keep attendance for all executive board meetings
- Take minutes for all executive and general body meetings
- Maintain an updated contact list of the general body members including the listserv
- Maintain and update all records and files pertaining to the Penn Philippine Association
- Work with the historian/alumni relations to maintain the Alumni listserv

E. The Director of Finance shall:

- Oversee and coordinate all financial matters
- Retain and issue reimbursements
- Consult with the President prior to expenditure of Penn Philippine Associations funds
- Hold monthly budget allocation meetings with the Executive Board
- Serve as the representative to the Student Activities Council (SAC)
- Serve as the representative to the Office of Student Life (OSL)
- Maintain SAC budget allocations
- Keep written accounts of all monetary transactions
- Only the President and the Treasurer will have the authority to withdraw funds for the PPA account after a majority of the executive board agrees a withdrawal is necessary.
- Should the director should not be a preselected barrio chair, then that person must meet with the barrio chairs on a regular basis

F. The Director of Social Programming shall:

- Work closely towards the development of events with other organizations through co-sponsorship and collaborative programming
- Serve as the main contact person for potential collaborations
- Act as the liaison between PPA and other student groups
- Oversee the planning of collaborative events, including registered parties

G. The Director of Public Relations shall:

- Publicize all PPA sponsored, co-sponsored and related events to the General Members, the University and the Surrounding communities
- Come up with creative ways to publicize events
- Recruit members to the association
- Must create an updated monthly newsletter to be distributed to the general body

H. The Historian/Director of Alumni Relations shall:

- Work closely with the Vice President of Communications to maintain and update all records and files
Document the past of PPA through a compilation of photos, event memorabilia, and official documents
Work alongside the Vice President of Communications to maintain and update the PPA alumni database
Organize at least one major alumni event every semester

I. The Webmaster shall:
- Work closely with the Director of Public Relations and Vice President of Communications
- Maintain the website
- Update the online calendar with current events

J. The Freshman Liaison shall:
- Be elected in the Fall semester of each year serve for the entirety of the Academic year.
- Notify the freshman class of PPA of any upcoming events
- Work closely with the Public Relations officers to recruit and maintain Freshman in the organization

K. The above job descriptions for each executive board office are in no uncertain terms absolute. Each officer may, at certain times, take on the responsibilities of another officer.

L. Barrio Fiesta Committee
   1. Barrio Fiesta Chairs shall:
      - Oversee and coordinate matters pertaining to Barrio Fiesta.
      - Be responsible for the formation and maintenance of Barrio subcommittees, as necessary.
      - Hold a Barrio update meeting with the Executive Board weekly or as necessary, if a barrio chair is not on executive board.
      - Consult the President and Treasurer prior to any expenditures related to Barrio Fiesta.
      - Update the General Body of Barrio Fiesta progress at the monthly General Body Meeting.
      - Be subject to the impeachment procedures outlined in Article V

   2. Barrio Chair Selection
      - The Barrio Chairs shall consult amongst themselves to determine a selection process for the appointment of succeeding Barrio Chairs
      - New Barrio Chairs must be selected by the last day of Spring Semester
      - The General Body may override Barrio Committee decisions by proposing a resolution at a General Body meeting with the majority of the members present in agreement.

Article III: Meetings and Procedures:

Section I: Officers’ Meetings:
A. All officers’ meetings shall be held weekly.
B. The President of the Penn Philippine Association reserves the right to call additional meetings as he or she deems necessary.
C. No voting during the officers’ meeting shall unless a quorum of two-thirds (2/3) of the voting members is present.
D. All motions considered shall be carried by a simple majority vote of those members present unless otherwise specified herein.

Section II: General Meetings
A. All general meetings shall be held at least once (1) per month.
B. The President of the Penn Philippine Association reserves the right to call additional meetings as he or she deems necessary.
C. No voting shall occur unless a quorum of two-fifths (2/5) of the voting members is present.
D. All motions considered shall be carried by a simple majority vote of those members present unless otherwise specified herein.
**Article IV- Nominations and Elections of the Officers:**

**Section I: Nominations**

A. Official nominations for election of Penn Philippine Association officers shall be opened at least two weeks before the election date by contacting the officers’ listserv.

B. All nominated candidates will be notified one week of their nomination and will have three days to accept or decline their nomination.

**Section II: Qualification for Candidacy**

A. All candidates must be full members of the Penn Philippine Association.

B. All candidates must be full-time students at the University of Pennsylvania, including those who are studying abroad.

C. Incumbents are permitted to run for any office of their choice.

D. All those running for Presidency must have had at least one year of experience either on the PPA executive board or on another student-run minority organization unless otherwise specified.

**Section III: Elections**

A. The President of the Penn Philippine Association will serve as the administrator of the election and shall draw up election procedures to be presented to and approved by the majority of the executive board.

B. Elections Schedule:

   1. Elections shall be conducted during a general meeting in December before the start of the examination period as determined by the current officers.

   2. Elections will proceed in the following order: President, Executive Vice President, Vice President of External Relations, Vice President of Communications, Director of Finance, Director of Social Programming, Director of Public Relations, Historian/Director of Alumni Relations and Webmaster.

   3. Candidates are permitted to drop down to run for other offices.

C. Speeches and Question and Answer Periods:

   1. Presidential candidates shall be allotted seven (7) minutes of speaking and twelve (12) minutes for the Question and Answer period.

   2. Executive Vice President candidates shall be allotted five (5) minutes of speaking time and seven (7) minutes for the Question and Answer period.

   3. Vice President of External Relations candidates shall be allotted five (5) minutes of speaking time and seven (7) minutes for the Question and Answer period.

   4. Candidates for Vice President of Communications, Director of Finance, Director of Social Programming, Director of Public Relations, Historian/Director of Alumni Relations, and Webmaster shall be allotted three (3) minutes of speaking time and a Question and Answer period of five (5) minutes in duration.

   5. A motion may be made to extend any time period. The motion must be seconded and approved majority of the voting population in order to pass.

D. Voting:

   1. For each office, the winner must receive majority vote.

   2. In the event of a tie, there will be a run-off vote.

E. Freshman Liaison Exception: The process of selecting the Freshman Liaison will be determined at the executive board’s discretion.

**Section IV: Terms of Office**

Terms of office for all officers shall commence on the first day of the Spring Semester and terminate on the last day of the Fall Semester, save for the Freshman Liaison, whose term follows the academic year.

**Section V: Vacation of an Office**

In the event an office is vacated, nominations shall occur within one week of the resignation and the election shall occur at the next general body meeting. In the event that a position is not filled by the second election, its associated duties will be fulfilled by the elected officers for the duration of the term. Should an interested and qualified candidate arise, a provisional election for this person will occur for this position at the next General Body Meeting.
Article V- Impeachment and Removal of Officers:

Section I: Procedure

A. Any member with the exception of a member on the executive board of the Penn Philippine Association may move to impeach any elected officer based on constitutional grounds. Should the impeachment motion should be towards the President, then the written motion should be sent to the next highest-ranking officers. All other impeachment motions must be sent to the President.

B. The motion must be seconded and carried by three-fourths (3/4) vote of the general meeting population.

C. An impeachment hearing must then be called and held within one (1) month after the said motion has been carried.

D. The charged officer(s) and the general meeting population must be presented with a written document stating the charges at the general meeting where the motion for impeachment is made.

E. A voting member must have participated in at least three PPA sponsored events/activities with one having to be a general body meeting.

Section II: Hearing

The President shall preside over the impeachment unless he or she is being charged, in which case the Internal Vice President shall preside.

Article VI - Admission to the Penn Philippine Association

Section I: Conditions

Any individual affiliated with the University of Pennsylvania shall be eligible for membership in the Penn Philippine Association.

Section II: Procedure

Any student seeking admission to the Penn Philippine Association must place their name onto the membership list at any Penn Philippine Association event or by contacting a current officer.

Article VII – Ratification of this Constitution

Section I: Procedure

This Constitution shall be ratified using the following procedure:

A. One week prior to a general body meeting dedicated to discussing the Constitution, the Constitution will be made available to the General Body via e-mail or website link or hard copy.

B. At the General Body Meeting, a quorum of three-fifths (3/5) of active members must established.

C. If the Constitution is approved, it shall take effect immediately.

D. If the Constitution is not approved, the executive board shall be responsible for drafting a new Constitution to be proposed for ratification using the procedures outlined above.

Article VIII - Amendments

Section I: Proposed Amendments

A. Proposed amendments to the Constitution must be submitted in writing to the President one (1) month prior to the general meeting where the proposal(s) is to be considered.

B. Amendments shall be ratified by the executive board and majority vote of the general body.

C. Upon ratification of the general body, the amendment for the Constitution will be added and the revised Constitution will be made available to the General Body.

Section II: Parliamentary Procedure

In instances where the constitution or by-laws are unclear, the officers reserve the right to interpret them in order to make decisions on behalf of the Penn Philippine Association.