



**UVSA // Northern
California**

**UNITED VIETNAMESE STUDENT ASSOCIATIONS OF
NORTHERN CALIFORNIA
TỔNG HỘI SINH VIÊN VIỆT NAM MIỀN BẮC CALIFORNIA
CONSTITUTION**

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PREAMBLE

The Vietnamese American youth community has organized itself to serve different needs over the years, as reflected by these six different organizations from the past:

- Union of Vietnamese Student Associations of Northern California (UVSA); 1991-1997

- Light Up Our Faith Vietnamese-American Youth Network of Northern California (MLNT); 1999
- Vietnamese American Youth for the Future (VAYF); 1999–2001
- Vietnamese Student Association Link (VSAL); 1999–2004
- Vietnamese Student Association Union of Sacramento (VSAU); 2003–2006
- Vietnamese-American Public Research Institute (VAPRI); 2003–2006
- Bay Area Vietnamese Student Association (BAVSA); 1999–2008

Established in 2007, the United Vietnamese Student Associations of Northern California (NorCal UVSA) has organized to meet the needs of the current generation of Vietnamese American youth. The purpose of this Constitution is to establish the structure and foundation of NorCal UVSA as a youth community.

ARTICLE I. Name

The name of the organization shall be: United Vietnamese Student Associations of Northern California or Tổng Hội Sinh Viên Việt Nam Miền Bắc California; hereinafter referred to as NorCal UVSA or UVSA NorCal.

ARTICLE II. NorCal UVSA Foundation

Section 1. Vision

The vision of NorCal UVSA is to create a community composed of college students and young professionals that represents a unified and respected voice in the broader Vietnamese and Vietnamese-American communities. Our vision is to create a world where every constituent has the opportunity to reach their full potential and become a positive force for change in their communities and beyond.

Section 2. Mission

NorCal UVSA is a youth non-profit, non-partisan, community-based organization dedicated to empowering young minds and fostering leadership skills that will shape a brighter future for all, guided by the values, culture, and community of the Vietnamese and Vietnamese-American youth. Additionally, the organization strives to organize socially and civically as well as empowering the next generation of Vietnamese leaders in Northern California.

Section 3. Values

Subsection A. Leadership

- Providing guidance and compassion
- Being transparent
- Being fiscally responsible
- Executing duties with mindfulness and integrity
- Being open-minded and promoting mutual respect
- Planning and hosting events
- Solving problems and expanding involvement
- Empowering constituents to be future leaders
- Innovating to address challenges and create positive change

Subsection B. Community

- Promoting solidarity among Vietnamese Student Associations
- Providing a platform for engagement with the broader Vietnamese, Vietnamese-American, and Asian-Pacific Islander-Desi-American community
- Creating a culture of collaborative growth
- Fostering inclusivity within the organization

Subsection C. Education

- Promoting cultural vitality and language
- Providing resources for personal and organizational growth
- Providing unbiased, non-partisan information about current events that affect the community

ARTICLE III. Affiliation and Partnerships

Section 1. Relationship with Affiliate VSAs in Northern California

If a non-member organization is interested in joining NorCal UVSA, the following procedure shall be followed. The procedure will fall into three phases: application, observation, and post-observation.

Paragraph 1 For a Vietnamese Student Association to be eligible to become an affiliate of NorCal UVSA, the organization must fulfill the following requirements:

1. The organization must be recognized by its school.
2. The organization must be a Vietnamese interest organization or Vietnamese Student Association based in Northern California.
3. A representative from the organization must attend three (3) consecutive Intercollegiate Council (ICC) meetings. ICC meetings will be held weekly and include at least one (1) face-to-face meeting per quarter.
4. The organization must host three (3) general events of its own or in collaboration with NorCal UVSA and its affiliate schools.

5. Following the representative at the first ICC meeting, there will be a two (2) month probation period to finish all of the requirements and to ensure that the school is following all protocols set by NorCal UVSA.

Clause: During the probation period, the organization must abide by NorCal UVSA's constitution.

Upon completion of the above requirements, the organization's petition for affiliation will then be put under review by the Executive Board and Inter-Collegiate Council.

Paragraph 2 Application Process

1. Application periods will occur during the beginning of the fall semester of the calendar year. Additional application periods may be opened at the discretion of the Internal Vice President.
2. During the application period, prospective partner schools must submit an application as well as a letter of intent to the executive board. All materials must be submitted by the prospective partner school's president or acting president.
3. Following the submission of an application, NorCal UVSA Executive Board will conduct an interview with the prospective partner school's officers.
4. Prospective partner schools whose application is approved will then enter an observation process.

Paragraph 3 Observation Process:

1. Prospective partner schools must demonstrate their support for NorCal UVSA and its affiliates by fulfilling the following requirements:
 - a. At least 5 members including 2 executive board officer in attendance at NorCal UVSA's Leadership Summit, Olympics, or Camp
 - b. At least 3 members and 2 executive board officer in attendance to at least 2 events hosted by a partner school within the Northern California Region
 - c. An appointed ICC Representative in attendance for NorCal UVSA's weekly ICC meetings.

Paragraph 4 Post-Observation Process:

1. After completing the observation process, the prospective partner school must submit a summary of involvement to the NorCal UVSA's Executive Board.
2. The prospective partner school's officer board will present an overview of their organization mission, structure, and involvement to the ICC and Executive Board.
3. Following the presentation, all ICC representatives from the current partner schools and Executive Board will anonymously vote on whether or not to partner with the prospective organization.

- a. In order for the prospective school to be officially accepted as a NorCal UVSA affiliate and partner school, it must pass a $\frac{3}{4}$ vote from the current ICC and Executive Board.

Paragraph 5 Benefits of being an Affiliate and University Partner

1. Utilize NorCal UVSA's 501(c)(3) tax-exempt status for venue booking, fundraising, and other purposes that require a non-profit status. Each request will be reviewed by the Executive Board on a case-by-case basis.
2. Access to NorCal UVSA grant to help fund affiliate VSA's projects, events, and other purposes.
3. Request access to NorCal UVSA's inventory when available for use in member school-related functions. Personal use of NorCal UVSA inventory is not allowed. Schools must coordinate pick up and return with the Executive Board.
4. Have a voice and voting privilege through the ICC representative to host NorCal UVSA's annual Leadership Summit, E-Board elections, and regional affairs.
5. Support and advisory from NorCal UVSA Executive Board.
6. Gain access to NorCal UVSA's network and alumni's.

Paragraph 6 Contributions and Expectations

Every affiliate and partner school must actively contribute to the goals and activities of NorCal UVSA's organization. Affiliates and partner schools must make an effort to attend and support NorCal UVSA events and external events from other Partner Schools.

Paragraph 7 Definition of an Affiliate

An affiliate of NorCal UVSA is defined as a person who is either:

1. A member of one of our partner schools.
2. An individual that resides in the Northern California region that expresses interest to contribute to NorCal UVSA.
3. Alumni of NorCal UVSA:
 - a. Alumni from an affiliated NorCal UVSA constituent VSA
 - b. Alumni that currently reside in Northern California that was an affiliate of NorCal UVSA's partners

Paragraph 8 An affiliate may be put under review for the removal of its affiliate status from NorCal UVSA if one of the three criteria is met:

1. The affiliate has failed to produce a representative at two (2) consecutive ICC meetings without a proxy present. One (1) of the missed meetings may be excused provided the representative notifies the E-Board of their absence at least 24 hours to the meeting.
 1. The ICC Representative may have a proxy if the ICC representative cannot attend and notify the E-Board at least 24 hours prior to the meeting.

2. The ICC Representative has missed three (3) meetings over a thirty (30) day period.
3. The affiliate is no longer recognized by its school, with the exception of special consideration.

Section 2. Relationships with Other Entities

Subsection A. NorCal UVSA can elect to formalize a relationship with any other entity that does not go against our mission. NorCal UVSA can only formalize its relationship with other entities upon a three-fourth ($\frac{3}{4}$) combined vote of both the current ICC and E-Board - that relationship cannot extend past the term that created that relationship but can be renewed by a three-fourth ($\frac{3}{4}$) combined vote of both the incoming ICC and E-Board of the following term.

Subsection B. UNAVSA

Paragraph 1 As an exception to Article III, Section 2, Subsection A, NorCal UVSA recognizes that it is part of the community of the Union of North American Vietnamese Student Associations (UNAVSA), so long as that relationship does not go against NorCal UVSA's mission.

Paragraph 2 The ICC can rescind this recognition upon a majority vote, but only after allowing UNAVSA representatives to be heard on the matter. Reinstatement must be passed by a three-fourth ($\frac{3}{4}$) combined vote of both ICC and E-Board.

Paragraph 3 This subsection shall become completely null and void should the ICC and E-Board vote unanimously to rescind recognition of its relationship to UNAVSA during any term.

Subsection C. Vingo

Paragraph 1 NorCal UVSA recognizes its partnership with Vingo regarding ongoing support and sponsorships for the NorCal UVSA Annual Leadership Summit.

Paragraph 2 This partnership is predicated upon the alignment of the visions and missions of both NorCal UVSA and Vingo per Article III, Section 2, Subsection A, as both organizations work towards supporting Vietnamese and Vietnamese American youth and their respective communities with respect to promoting connections between culture, heritage, and education, as well as vehicles towards opportunities to empower future leaders.

Paragraph 3 This partnership shall be sustained from the date of ratification of this constitution through June 1, 2023, and may become completely null and void should the ICC and Eboard vote unanimously to rescind recognition of this partnership.

Section 3. Minor (<18 and/or still High School Students) Interaction

Subsection A. Interactions between Adults and Minors

- Paragraph 1 UVSA wishes to promote a positive, nurturing environment while protecting minors and adults. Any inappropriate interaction with minors will result in disciplinary action according to the bylaws, up to and including termination that may include: suspension, removal from position, or ban.
- Paragraph 2 Staff involved in events including high school students are prohibited from speaking to minors in a way that is, or could be construed by any observer as: harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.
- Paragraph 3 Staff members of NorCal UVSA are required to abide by the State of California's child abuse policy. UVSA staff fall within the law's definition of "child-care custodians" and are therefore mandated by California State Law to report any suspected cases of child abuse or neglect directly to the appropriate authorities for investigation. Staff must sign a statement confirming that they have been informed of their responsibility. Staff should not hesitate to report to their supervisor of any suspicion of child abuse or neglect. Staff should know that their identity will be protected as UVSA cannot by law require staff to disclose their identity to anyone.

Subsection B. Contract Agreement

- Paragraph 1 Minors or those who are still in high school must sign a contract to participate in any NorCal UVSA hosted events that are not open to the public.

ARTICLE IV. Offices

Section 1. The Intercollegiate Council

- Subsection A. The Intercollegiate Council (ICC) shall consist of the student representatives from the affiliate members of NorCal UVSA. There shall be no more than two (2) representatives for each affiliate school. Each affiliate school is limited to a single vote in the ICC.
- Subsection B. ICC representatives shall be chosen every year by the electors of their respective organizations.
- Subsection C. The times, places, and manner of holding elections of ICC representatives shall be determined by the members whom they represent.
- Subsection D. Terms for the ICC shall start on July 1st of their elected year and end on June 30th the following year.
- Subsection E. Probation

Paragraph 1 Should the ICC representative violate Article VI of the constitution, they shall be put on probation from staffing NorCal UVSA and being an ICC representative for a year.

Section 2. The Executive Board

- Subsection A. The Executive Board (E-Board) shall consist of up to eight (8) officers elected by members of the E-Board and ICC. Those officers are as follows:
1. President(s) (1-2)
 2. Vice-President of Internal Affairs - IVP (1)
 3. Vice-President of External Affairs – EVP (1)
 4. Treasurer (1)
 5. Secretary (1)
 6. UNAVSA Council of Regional Representative Representative(s) – CORR Representative(s) (1-2)
- Subsection B. Terms for the Executive Board shall be for one (1) year starting their date of election to the following year’s election.
- Subsection C. Members of the E-Board, except for CORR Representative(s), shall be no younger than twenty (20) and no older than twenty-eight (28) years of age at the beginning of their term, with the exception of special considerations.
- Subsection D. CORR Representative(s) shall be no younger than eighteen (18) and no older than twenty-eight (28) years of age at the beginning of their term, with the exception of special considerations.
- Subsection E. E-board will collectively be one (1) voting member of the ICC.
- Subsection F. E-Board will be the primary authority of NorCal UVSA.

Section 3. Cabinet Staff

- Subsection A. The Cabinet Staff shall consist of individuals appointed by the E-Board, and shall serve the entity that appointed them.
- Subsection B. Cabinet Staff shall be instated by a three-fourth ($\frac{3}{4}$) vote of the E-Board.
- Subsection C. Terms of Cabinet Staff shall run concurrently with the E-Board term or once responsibilities are deemed fulfilled by the appointer.
- Subsection D. Probation
- Paragraph 1 Should the Cabinet Staff member violate the Staff Contract, they shall be put on probation from staffing NorCal UVSA and being on Cabinet Staff for a year.

Section 4. Board of Directors

- Subsection A. The Board of Directors shall consist of prominent individuals in the community, former NorCal UVSA Alumni that reside in Northern California.
- Subsection B. Appointments for the Board of Directors shall be at the discretion of the acting E-Board and current Board of Directors.
- Subsection C. There shall be no more than five (5) directors.
- Subsection D. The Board of Directors will collectively be one (1) voting member of the ICC at the discretion of the acting E-Board.
- Subsection E. The Board of Directors shall serve two (2) full calendar years following the term of the E-Board that appointed them.
- Subsection F. Directors shall be instituted by a three-fourths ($\frac{3}{4}$) combined vote by the acting E-Board and current collective vote of Board of Directors.

ARTICLE V. Duties and Powers

Section 1. The Intercollegiate Council

- Subsection A. The responsibilities of the ICC are to:
- Paragraph 1 Plan events and activities to enable affiliate members of NorCal UVSA to foster relationships amongst each other.
 - Paragraph 2 Communicate information from NorCal UVSA to their respective schools about NorCal UVSA and affiliates' activities and events.
 - Paragraph 3 Take positions on issues that reflect the opinions of the affiliates they represent. Any such decisions must be passed by a three-fourth ($\frac{3}{4}$) majority vote.
 - Paragraph 4 Assessing, monitoring, and aiding the needs of the NorCal UVSA's partners and affiliates.
 - Paragraph 5 Vote on amendments to the constitution.
 - Paragraph 6 When possible, establish new connections with locally engaged Vietnamese interest organizations and relay the contact information to Executive Board
 - Paragraph 7 Elect an ICC chair to facilitate its efforts for each term by a three-fourth ($\frac{3}{4}$) majority vote.
- Subsection B. The responsibilities of the ICC Chair are to:
- Paragraph 1 Set times and agendas for all ICC meetings.
 - Paragraph 2 Facilitate communication among ICC representatives.

- Paragraph 3 Serve as the official representative of the ICC.
- Paragraph 4 Ensure that the ICC and its members perform the duties required of them.
- Paragraph 5 Maintain ICC's relationship to the E-Board.

Section 2. The Executive Board

- Subsection A. As the administrative support for NorCal UVSA, the E-Board performs functions that are necessary to maintain NorCal UVSA as an organization.

- Subsection B. The responsibilities of the E-Board are to:
 - Paragraph 1 Provide advice and guidance to the ICC in the performance of its duties.
 - Paragraph 2 Ensure that NorCal UVSA complies with all applicable laws and regulations.
 - Paragraph 3 Represent NorCal UVSA to the community.
 - Paragraph 4 Build and maintain NorCal UVSA's relationship with the community.
 - Paragraph 5 Maintain and keep all NorCal UVSA records in an organized and accessible manner.
 - Paragraph 6 Oversee daily organization operations, completion of programs and events, and work to ensure the sustainability of NorCal UVSA.

- Subsection C. The responsibilities of the President(s) are to:
 - Paragraph 1 Maintain general active management of the organization.
 - Paragraph 2 Uphold the integrity of the Constitution.
 - Paragraph 3 Represent the organization to the public.
 - Paragraph 4 Ensure that each committee has a chairperson, and maintain communication with the chairperson to ensure that their work is executed.
 - Paragraph 5 Ensure that board matters are handled properly, including preparation of meeting materials, the functionality of committees, and orientation of the new Board of Director members.
 - Paragraph 6 Co-sign with the Treasurer on all financial statements for NorCal UVSA.
 - Paragraph 7 Co-sign with the Vice-President of Internal/External Affairs on all contractual agreements pertaining to NorCal UVSA.

- Subsection D. The responsibilities of the Vice-President of Internal Affairs are to:
 - Paragraph 1 Act as the President in the absence of the President.
 - Paragraph 2 Keep the E-Board informed of all affiliated VSA activities.
 - Paragraph 3 Manage all intra-organizational issues and operations of the E-Board and staff under the E-Board.
 - Paragraph 4 Serve as the principal point of contact for the ICC Chair in maintaining communication between the E-Board and the ICC.
 - Paragraph 5 Collect and maintain ICC meeting minutes.

- Subsection E. The responsibilities of the Vice-President of External Affairs are to:
 - Paragraph 1 Act as the President in the absence of the President and the Vice-President of Internal Affairs.
 - Paragraph 2 Act in support of the President in representing NorCal UVSA to the community.

- Paragraph 3 Assist NorCal UVSA in all public relations matters.
- Paragraph 4 Keep the E-Board informed of all matters affecting NorCal UVSA, its affiliated organizations, and the local Vietnamese and Vietnamese American community.
- Paragraph 5 Review old and consider new partnerships.

Subsection F. The responsibilities of the Treasurer are to:

- Paragraph 1 Act as the President in the absence of the President, Vice-President of Internal Affairs, and Vice-President of External Affairs.
- Paragraph 2 Produce an annual budget, maintain records of all transactions, and monitor all of NorCal UVSA's activities to ensure that NorCal UVSA remains within the budget and is fiscally viable.
- Paragraph 3 Provide advice to the ICC with regards to any and all matters involving the finances of NorCal UVSA.
- Paragraph 4 Ensure the timely processing of financial statements with appropriate government bodies.
- Paragraph 5 File any certificates required by any statute, federal or state.
- Paragraph 6 Co-sign with the President(s) or at least one member of the Board of Directors on all financial statements for NorCal UVSA.

Subsection G. The responsibilities of the Secretary are to:

- Paragraph 1 Act as the President in the absence of the President, Vice-President of Internal Affairs, Vice-President of External Affairs and Treasurer.
- Paragraph 2 Keep minutes of all official E-Board meetings, distribute minutes promptly following each meeting, and provide minutes when necessary.
- Paragraph 3 Inform the E-Board and the ICC of any correspondence addressed to them as Secretary of the organization.

- Paragraph 4 Be the official custodian of the records and seal of this organization.

Subsection H. The responsibilities of the UNAVSA Council of Regional Representative(s) are to:

- Paragraph 1 Act as the President in the absence of the President, Vice-President of Internal Affairs, Vice-President of External Affairs, Treasurer and Secretary.
- Paragraph 2 Serve as a liaison between UNAVSA and NorCal UVSA, with regular reports to the ICC and E-Board on the activities and actions of UNAVSA.
- Paragraph 3 Support UNAVSA operations in the region.
- Paragraph 5 This position can be concurrently occupied by a maximum of two (2) people.

Section 3. Board of Directors

Subsection A. The responsibilities of the Board of Directors are to:

- Paragraph 1. Ensure that the organization's projects, tasks, and actions reflect the overall mission statement outlined in the NorCal UVSA's Constitution
- Paragraph 2. Development and maintenance of strategic plans for NorCal UVSA
- Paragraph 3. Provide ongoing support and mentorship to the Executive Board and staff members
- Paragraph 4. Conducts official investigations for misconduct violations and community safety issues outlined by Constitution and its bylaws
- Paragraph 5. Trains and transfers knowledge to the Executive Board
- Paragraph 6. Facilitates conflict resolution between Executive Board
- Paragraph 7. Engage and work with Alumni Relations Cabinet to maintain relationship with Alumni
- Paragraph 8. Serve as members or appoints members to be of the Elections Committee
- Paragraph 9. Has oversight of overall finances by helping review and approve budgets for NorCal UVSA's Major Events (Summit, Olympics, Camp) alongside the Treasurer and President but does not control day-to-day purchases.
- Paragraph 10. Has oversight of NorCal UVSA finances but does not control day-to-day purchases

Section 4. Cabinet Staff

Subsection A. The responsibility of Cabinet Staff is to collaborate with the Executive Board to organize events and opportunities for the constituent schools in accordance with their committee:

- Paragraph 1. Cabinet Staff fall within the following six cabinets: Alumni Relations, Community Engagement and Outreach, Events, IT, Marketing & Media, and Finance.
- Paragraph 2. For duties and responsibilities, refer to [Cabinet Staff Descriptions](#)
- Paragraph 3. Support and engage with other cabinets by attending to activities, events, and programs being executed.
- Paragraph 4. Attend all staff cabinet meetings.

Subsection B. Cabinet Director

- Paragraph 1. Each cabinet will have a director (maximum 2) depending on the number of members on each committee.
- Paragraph 2. They are responsible for but not limited to:
 1. Acting as the liaison between their committee and the Executive Board

ARTICLE VI. Risk Management

Section 1. Zero Tolerance Policy

Subsection A. NorCal UVSA has a zero-tolerance policy for any inappropriate behavior in all forms. Inappropriate behavior includes, but is not limited to:

- Alcohol abuse at any NorCal UVSA sanctioned event
- Being under the influence of illegal substances at any NorCal UVSA sanctioned event
- Promoting or distributing illegal substances at any NorCal UVSA sanctioned event
- Discrimination or discriminatory behavior
- Racist remarks or racist behavior
- Physical, verbal, or emotional abuse
- Sexual misconduct, sexual assault, and/or allusions to the promotion of sexual assault
 - Examples of this include but are not limited to: unwanted touching, hugging, patting, or leering, unwanted verbal or written conduct, gender-based insults or jokes causing embarrassment or humiliation, repeated unwanted social or sexual invitations, stalking, offensive or suggestive images or graphics
- Any activity that does not comply with the law
- Damaging behavior that puts other people or themselves at risk
- Quid Pro Quo Sexual Harassment or “this for that” where the harrasser may offer something of value for a sexual behavior.

Subsection B. Any former or current members of our community suspected of committing such acts will be subjected to immediate investigation if necessary, removal and prohibition from all NorCal UVSA hosted or sanctioned events. Any person(s) that has or have been deemed by our affiliated organizations to have committed such acts are not welcomed in the NorCal UVSA community.

Section 2. Reporting Procedure

Paragraph 1 Staff members of NorCal UVSA are required to abide by the State of California’s child abuse policy. UVSA staff fall within the law's definition of "child-care custodians" and are therefore mandated by California State Law to report any suspected cases of child abuse or neglect directly to the appropriate authorities for investigation. Staff must sign a statement confirming that they have been informed of their responsibility. Staff should not hesitate to report to their

supervisor of any suspicion of child abuse or neglect. Staff should know that their identity will be protected as UVSA cannot by law require staff to disclose their identity to anyone.

Subsection C. Contract Agreement

Paragraph 1 Minors or those who are still in high school must sign a contract to participate in any NorCal UVSA hosted events that are not open to the public.

Subsection A. Steps to take:

1. An Incident occurs
2. Ensure affected are safe
3. Assess the situation and provide immediate care
4. Choose whether or not to report to local authorities and/or to report to NorCal UVSA

Subsection B. As a witness:

1. Safely bring the affected person(s) away from harm. Seek help from another trusted individual if needed.
2. Assess the affected person(s) and provide possible support (validation, first aid, basic needs, etc.)
3. Choosing to report to local authorities: If it is an emergency and you're unable to handle it alone, call 9-1-1 or local authorities.
4. Choosing NOT to report to local authorities: You may choose to refrain from contacting your local authorities.
5. Choosing to report to NorCal UVSA:
 - a. You may choose to report the incident to NorCal UVSA Executive Board and/or Board of Directors
 - b. If there is probably cause for an investigation, an incident report will be filed, and the official due process will be followed.

Subsection C. As the affected:

1. If possible, bring yourself to a safe environment or seek help from another trusted individual to ensure safety.
2. Assess if there are any physical and/or emotional needs you have that need to be met.
3. Choosing to report to local authorities: If it is an emergency and you're unable to handle it alone, call 9-1-1 or local authorities.
4. Choosing NOT to report to local authorities: You may choose to refrain from contacting your local authorities.
5. Choosing to report to NorCal UVSA:

- a. You may choose to report the incident to NorCal UVSA Executive Board and/or Board of Directors
 - b. If there is probable cause for an investigation, an incident report will be filed, and the official due process will be followed.
- In the case that an Executive Board member or Board of Director is the accused, you will report to a member(s) within the party that is not affected.

Section 3. Confidentiality

Subsection A. Confidentiality is considered private, valuable, and/or easily replicated information pertaining to NorCal UVSA's operations, including all non-public information concerning NorCal UVSA, our vendors, suppliers, staff, constituents, and volunteers. The aforementioned information is strictly confidential and access must not be granted to people who are not affiliated as NorCal UVSA's staff. Common examples of confidential information include, but not exclusive to:

- Any person's private information including contact information (date of birth, phone number, address, personal email address)
- Unpublished financial information
- Data entrusted to our organization by external partners
- A member's application information (including the fact that someone applied for a position)
- Unpublished official NorCal UVSA announcements (including staff announcements, policy changes, registration dates, etc.)
- Unpublished results of NorCal UVSA's initiatives or operations

Subsection B. Any individuals or entities of NorCal UVSA found to violate another NorCal UVSA entity or member's confidentiality and/or privacy will be subject to review and/or investigation by the NorCal UVSA Board of Directors. Punishment for a violation of privacy can be subjected to, but not limited to, warnings, individual restricted access, or termination.

Section 4. Title IX

Subsection A. No individual in the NorCal UVSA community shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Title IX includes, but not limited to:

Paragraph 1 Gender Discrimination as defined by Title IX as the following:

- Discrimination or harassment based upon one's gender (sex)

- Unfair treatment, attitudes, or behaviors towards an individual based upon their gender (sex)
- Gender identity discrimination
- Sexism, sexist attitudes, and sex stereotyping

Paragraph 2 Sexual Assault, Harrasment and Violence as defined by Title IX as the following:

- Unwanted sexual behavior, advances, or requests for favors
- Unwelcome verbal, visual, or physical sexual conduct
- Offensive, severe, and/or frequent remarks about a person's sex
- Harassment of a sexual nature which interferes with an individual's right to participate in a program or activity
- Sexual abuse or assault, battery, or coercion
- Unwanted sexual contact that stops short of rape or completed rape
- Use of force or manipulation of unwanted sexual activity
- Physical acts where a person is incapable of giving consent or is against a person's will

Paragraph 3 Retaliation as defined by Title IX as the following:

- A strike back in response to another's action or accusation
- A form of revenge or reaction because of a filed complaint against a person
- Refusal to promote, advance, or accurately support/qualify a person due to a complaint filed

Paragraph 4 Hostile Environment as defined by Title IX as the following:

- A situation of discriminatory or sexual nature that has occurred and created an adverse setting
- An intimidating or offensive environment that causes a person to be fearful
- A setting that denies, limits, or interferes with a person's ability to participate in or benefit from a program, activity, or job

Subsection B Due Process is a requirement that legal matters be resolved according to established rules and principles, and that individuals be treated fairly. Due Process applies to both civil and criminal matters.

NorCal UVSA does not condone behavior which endangers its constituents or breaks the law, should an entity or member of NorCal UVSA as defined by this constitution wish

to file an incident report against another NorCal UVSA entity or members, they may choose to do so per the procedures outlined in this article. This shall include incidents that occur at NorCal UVSA sanctioned events. Every person who has an incident report brought against them has the right to a fair and impartial due process. It is the responsibility of the Board of Directors to ensure this right is upheld.

The investigation procedure by the Board of Directors will be the following:

1. If there is an incident report filed or if there is probable cause, the Board of Directors will determine if an investigation is necessary.
2. If necessary, an investigation committee will be formed consisting of the NorCal UVSA Board of Directors; and they will lead the investigation. During the investigation, all available evidence will be gathered.
3. All parties involved are required to sign and comply with the nondisclosure agreements.
4. The verdict will be informed to all parties involved in the investigation by the Executive Board based on the information from the investigative team.

ARTICLE VII. Removal of an Officer and Filling Vacancies

Section 1. Removal of an Officer

Subsection A. The ICC may remove a member of the ICC or E-Board upon a three-fourth ($\frac{3}{4}$) vote. The person to be removed must be given the opportunity to address the ICC before it makes its decision.

Subsection B. A member of the ICC is considered removed if the affiliate it represents chooses to remove them. The affiliate school shall determine its own process for removing its representative from the ICC.

Section 2. Filling Vacancies

Subsection A. The President shall appoint a person to fill any vacancies on the E-Board. The appointee must be confirmed by a three-fourth ($\frac{3}{4}$) vote of the ICC.

Subsection B. In the event of a vacancy on the ICC that belongs to an affiliate organization, the affiliate organization must send an interim representative within thirty (30) days. Should the affiliate organization not fill the vacancy or provide an interim representative within thirty (30) days, the ICC may place the affiliate organization's membership under review.

ARTICLE VIII. Quorum

Quorum shall be fifty (50) percent, plus one (1) member, of the voting body. Quorum is required to conduct any voting within the ICC or the E-Board.

ARTICLE IX. Bylaws

The provisions of the Constitution shall be carried out in accordance with the current Bylaws of NorCal UVSA. Amendments to the Bylaws require passage of a simple majority vote within the ICC. This Constitution is considered a higher authority than the [Bylaws](#).

ARTICLE X. Elections

Regular elections shall be overseen by the Elections Committee, as outlined within the [Bylaws](#).

ARTICLE XI. Amending the Constitution

Section 1. Process

Subsection A. Proposed amendments to the Constitution must be reviewed and passed by a three-fourth ($\frac{3}{4}$) vote of the ICC. Those amendments to the Constitution must then be reviewed and voted upon by the officers of each of the affiliate organizations. The affiliate organization approves the proposed amendment if three-fourth ($\frac{3}{4}$) of its officers approve. Amendments are adopted if three-fourth ($\frac{3}{4}$) of all affiliate organizations approve. Approval of those proposed amendments by the affiliates must be shown at a constitutional convention that is separate from an ICC meeting.

Section 2. Notice

All offices and their constituents shall be informed fourteen (14) days in advance of meetings designated for the purpose of making amendments.

ARTICLE XII. Dissolution

Section 1. Process

Dissolution of NorCal UVSA must be by a unanimous vote of the E-Board, Board of Directors, and the ICC, where each member of the E-Board and Board of Director is counted as an individual vote.

Section 2. Successorship

The selection of the successor organization shall be approved by a three-fourth ($\frac{3}{4}$) majority vote of the ICC and be named in the E-Board's minutes and its Articles of Dissolution, but need not be named in the motion or petition for dissolution.

ARTICLE XIII. Ratification

Section 1. Member Organizations

The organizations that must consider ratification of this document are those currently affiliated with NorCal UVSA at the time of its ratification on September 2nd, 2023

- The Vietnamese Student Association at the University of California, Berkeley (Cal VSA)
- The Vietnamese Student Association at the University of California, Davis (VSA at UCD)
- The Vietnamese Student Association at San Francisco State University (SFSU VSA)
- The Vietnamese Student Association of San Jose State University (SJSU VSA)
- The Vietnamese Student Association at the University of California, Merced (UCM VSA)
- The Vietnamese Student Association at Stanford University (SVSA)
- The Vietnamese Student Association at the University of California, Santa Cruz (UCSC VSA)
- The Vietnamese Student Association at the University of the Pacific (UOP VSA)
- The Vietnamese Student Association at De Anza College (De Anza VSA)

Section 2. Process

Each organization must approve the document by at least seventy-five (75) percent of their officers. This document shall be considered ratified once fifty (50) percent plus one (1), member organizations approve it.

ARTICLE XIV. Signatories

The approval of the member organizations shall be represented by the signature of their current respective ICC representatives of the time of signing.

- Matthew Ngo, De Anza Community College VSA
- Thu Nguyen, De Anza Community College VSA
- Nam Le, San Jose State University VSA
- Viviann Luong, San Francisco State University VSA
- Lisa Do , Stanford University VSA
- Phuong-Anh Nguyen-Huynh, Stanford University VSA
- Calvin Nguyen, University of California, Berkeley VSA
- Trang-Thy Vo, University of California, Berkeley VSA
- Henry Duong, University of California at Davis VSA
- Winston Pham, University of California at Merced VSA
- Moeen Chaudhry, University of California at Merced VSA
- Richard Dao, University of California, Santa Cruz VSA
- Lucas Chang, University of the Pacific VSA

This approval was witnessed and verified by the active Board of UVSA 2023-2024.

- Natalie Phan, President
- Jason Tran, Internal Vice-President
- Alice Truong, External Vice-President
- Tammy Tran, Treasurer
- Cindy Tran, Secretary
- Crystallyn Lee, UNAVSA Council of Regional Representative
- Hoang Tran, UNAVSA Council of Regional Representative

This approval was witnessed and verified by the active Board of Directors of 2023-2034

This Constitution is hereby ratified and shall be the governing document for the United Vietnamese Student Associations of Northern California.