

**CONSTITUTION OF Pilipino American Coalition  
CALIFORNIA STATE UNIVERSITY, LONG BEACH (CSULB)**

Article I.                    Name of Organization: The name of this organization shall be Pilipino American Coalition. The name, Pilipino American Coalition of California State University, Long Beach can and will be referred to as Pilipino American Coalition and PAC.

Article II.                    Statement of Purpose:

**Section 1.**            The purpose of the Pilipino American Coalition shall be to promote, to encourage and to initiate programs which prove to be culturally, socially, educationally and morally beneficial to the Pilipino-American community and to the Pilipino and Pilipino-American student.

**Section 2.**            To promote ethical leadership and academic achievement, and to cultivate civic responsibility.

**Section 3.**            To provide the students opportunities for association and interaction with the faculty and administration of CSULB and with the members of the community.

Article III.                    Authority:

**Section 1.**            This organization is a recognized student organization at California State University, Long Beach and adheres to all campus policies as set forth in the CSULB Campus Regulations Handbook ([www.csulb.edu/regs](http://www.csulb.edu/regs)).

**Section 2.**            This organization is not affiliated with any national or off-campus organization.

**Section 3.**            This organization may establish Standing Rules to govern administrative and procedural matters (such as time and location of meetings, etc.). Standing Rules shall not conflict with these constitution and bylaws. Standing Rules may be adopted, amended, or temporarily suspended by a majority vote present at an organization meeting where a quorum is present (advance notice is not required).

**Section 4.**            The rules contained in the most recent version of *Robert's Rules of Order, Newly Revised* shall be the parliamentary authority for this

organization and shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

Article IV. Membership:

- Section 1.** Eligibility for membership or appointed or elected student officer positions shall not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity/expression, marital status veteran status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity/expression, marital status veteran status, citizenship, sexual orientation, or disability.
- Section 2.** Membership in the organization shall be open to all those regularly-enrolled CSULB students who are interested in membership. Each regular member has equal rights and privileges.
- Section 3.** By California State University policy, no more than 20 percent of the membership shall be individuals who are not CSULB students (e.g., faculty, staff, community members, students at other colleges, etc.). Such members have all membership privileges except for the right to vote or hold office.
- Section 4.** For the organization to be recognized by CSULB a minimum of five (5) matriculated CSULB students (who are currently enrolled in at least one class) need to be regular members.
- Section 5.** Members shall not be required to pay dues as voted by the membership.

Article V. Officers/Cabinet:

- Section 1.** The elected officers of the Executive Board shall be the President, Vice President, Treasurer, and Secretary.
- Section 2.** Cabinet consists of the organization's elected and appointed officials, including the Executive Board.
- Section 3.** The elected officers of the Cabinet shall be the President, Vice President, Treasurer, Secretary, Academic/Alumni Chair, Assistant Treasurer, Cultural Chair, Historian, Membership Chair,

Philanthropy Chair, Public Relations Chair, Retreat Coordinator, Sports Coordinator, and Webmaster.

**Section 4.** The appointed officers of the Cabinet shall be the Pilipino Culture Night (PCN) Coordinators and PAC Modern Liaison(s). The appointed cabinet members are appointed by the previous holders of the position. The PCN Coordinators will be appointed by the two previous PCN Coordinators and the President after reviewing and interviewing applicants. The PAC Modern Liaison(s) will be appointed by the PAC Modern Coordinators and will be approved by the Executive Board.

**Section 5.** Upon the vacancy of an elected Cabinet position, a new candidate will be elected at the next regular meeting or at a special meeting.

**Section 6.** Upon the vacancy of an appointed Cabinet position, a new candidate will be appointed at the next regular meeting or at a special meeting.

**Section 6.** Qualifications necessary to hold office in this organization are as follows:

To be eligible for and to hold office, candidates must meet the requirements of CSU's policy on minimum academic qualifications for student office holders for major and minor student officers or representatives that is found at <http://www.calstate.edu/SAS/stdsrvc.shtml>.

A candidate for office must be carrying a minimum of six (6) undergraduate units or three (3) graduate units of regular university credit per semester at CSULB.

All student representatives must be matriculated at the university, maintaining a minimum overall, on-campus cumulative 2.0 grade point average (GPA) at all times, and a 2.0 GPA in every semester while in office, and in the semester prior to running for office, and not be on probation of any kind.

Undergraduate students are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or

credential objective, whichever is greater. Students holding over that number of units will no longer be eligible.

Article VI. Meetings:

- Section 1.** Regular meetings shall be scheduled at least bi-monthly during the academic year.
- Section 2.** Special meetings may be called by the President or a member. All members must be given a minimum of 48 hours notice, weekends and holidays excluded, prior to the meeting time.
- Section 3.** Business cannot be conducted unless quorum of the membership is present.

Article VII. Executive Board:

- Section 1.** The elected officers (President, Vice President, Treasurer, and Secretary) shall constitute the executive board of the organization and each shall have one vote. The advisor(s) shall be ex-officio, non-voting members.
- Section 2.** The Executive Board shall meet no less than once a month during the academic year. Meetings of the board shall be open to any Cabinet member and any general member.
- Section 3.** Approval by the President and the Treasurer is needed for all disbursements of \$250.00 or less, which are not first brought before the organization for approval. Expenditures in excess of \$250 must have majority approval of the organization.

Article VIII. Succession of Officers:

- Section 1.** In the event of permanent incapacitation, resignation, or removal from office, the line of temporary succession shall be as follows: President, Vice President, Treasurer, and Secretary.
- Section 2.** Upon the vacancy of any office, a new candidate will be elected at the next regular meeting or at a special meeting.

Article IX.

Hazing Prohibition:

This organization shall prohibit all members and officers from engaging in hazing or committing any act that injures, degrades or disgraces any fellow student.

Section 48900 of the Education Code

SEC. 4. Section 245.6 is added to the Penal Code, to read:

245.6. (a) It shall be unlawful to engage in hazing, as defined in this section.

(b) "Hazing" means any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this state. The term "hazing" does not include customary athletic events or school-sanctioned events.

(c) A violation of this section that does not result in serious bodily injury is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), nor more than five thousand dollars (\$5,000), or imprisonment in the county jail for not more than one year, or both.

(d) Any person who personally engages in hazing that results in death or serious bodily injury as defined in paragraph (4) of subdivision (f) of Section 243 of the Penal Code, is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in county jail not exceeding one year, or by imprisonment in the state prison.

(e) The person against whom the hazing is directed may commence a civil action for injury or damages. The action may be brought against any participants in the hazing, or any organization to which the student is seeking membership whose agents, directors, trustees, managers, or officers authorized, requested, commanded, participated in, or ratified the hazing.

(f) Prosecution under this section shall not prohibit prosecution under any other provision of law.

SEC. 5. This act shall be known and may be cited as "Matt's Law" in memory of Matthew William Carrington, who died on February 2, 2005, as a result of hazing.

## **Article X.**

### **Discipline of Members**

- Section 1** This organization shall comply with Title 5, Section 41301, Student Conduct Code.
- Section 2** All complaints alleging violations of the Student Conduct Code, Title 5, section 41301, et seq., shall be investigated pursuant to Executive Order 1073 and/or 1074 (in cases involving allegations of unlawful discrimination, harassment or retaliation based on protected status). Investigations and other proceedings under Executive Orders 1073 and 1074 shall be conducted by campus administration, not student organizations, and this organization shall refer any complaints alleging subject matters covered by Executive Orders 1073 and 1074 to the Office of Judicial Affairs.
- Section 3** Complaints may also be brought to the attention of the Executive Board or the Office of Judicial Affairs. A written charge may be filed with the Executive Board or the Office of Judicial Affairs. The Executive Board or the Office of Judicial Affairs shall review the charges and may conduct a preliminary investigation if deemed appropriate. If the preliminary investigation concludes that misconduct appears to have occurred, the Executive Board or the Office of Judicial Affairs shall conduct a hearing on the matter. The member alleged to have engaged in the misconduct shall be given at least 72 hours notice of the hearing and be given an opportunity to present a defense. By a majority vote, the Executive Board or the Office of Judicial Affairs shall determine whether misconduct occurred. If it determines that misconduct did occur, the Executive Board or the Office of Judicial Affairs shall prepare a report to the membership of its findings and recommended sanctions, which may include expulsion, suspension, or lesser sanction(s) including, but not limited to, a reprimand, removal from office, a fine or corrective remedies.
- Section 4** The membership shall review the hearing report in executive session, and the member accused of misconduct shall have an opportunity to rebut the information in the report. After providing a statement to the membership, the member accused of misconduct shall leave the room for the remainder of the deliberations.
- Section 5** The membership shall vote first on whether the member has engaged in misconduct. If by a two-thirds vote, the membership determines that misconduct has occurred, the membership shall then by a two-thirds vote, determine appropriate sanction(s). The accused member shall be immediately notified of the outcome.

**Section 6** By a two-thirds vote, the membership may reinstate a member who has been suspended or expelled.

Article XI. Method to Amend and Renew the Constitution:

**Section 1.** Proposed constitutional amendments made by a member shall be presented to the organization, in writing, one meeting before it may be voted upon.

**Section 2.** Approval by two-thirds of the voting members present at a regular meeting shall pass a proposed amendment.

**Section 3.** Approval by the University is needed to change the constitution.

**Section 4.** Constitutions must be renewed with the University every 5 years.

**BYLAWS OF Pilipino American Coalition  
CALIFORNIA STATE UNIVERSITY, LONG BEACH (CSULB)**

Bylaw I.                    Membership:

- Section 1.**     The membership of this organization shall remain open to all CSULB students who have the desire and ability to adhere to the purpose, constitution and by-laws of said organization.
- Section 2.**     Any eligible person who completes and signs a Basic Information Sheet for the current academic year shall be deemed a regular member upon filing the application with the Secretary.
- Section 3.**     Any member of the CSULB faculty and staff who has rendered outstanding service to the organization may be conferred with honorary membership by receiving a majority vote of the organization. Honorary members are ex-officio.

Bylaw II.                    Elected and Appointed Officers:

- Section 1.**     The President shall preside at the organization and cabinet meetings. He/She shall be the official spokesperson of the organization, representing policies, views and opinions of the organization in its relations with the campus and community at large. He/She shall have such further powers and duties as may be prescribed by the organization. He/She is also responsible for representing the Pilipino American Coalition in front of the Cultural Council.
- Section 2.**     The Vice-President shall preside at the organization and board meetings in the absence of the President. He/She shall perform all legal duties assigned to him/her by the President. He/She shall notify all members of the organization meetings. He/She is also ultimately responsible for confirming all venues for meetings and events.
- Section 3.**     The Treasurer shall handle all financial affairs and budgeting of the organization, maintaining all necessary accounting records. Said records shall be maintained in accordance with Generally Accepted Accounting Principles. He/She shall maintain bank accounts in the organization's name requiring signatures of both the Treasurer and



President for all authorized disbursements. All disbursements in excess of \$250 require the majority approval of the organization.

- Section 4.** The Secretary shall take minutes at all meeting of the organizations, keep these on file and submit required copies to all organization members. He/She shall maintain all records of the organization. He/She is responsible for all incoming/outgoing messages addressed to PAC.
- Section 5.** The Cultural Chair shall present weekly lessons showcasing Pilipino/Pilipino American culture. He/She shall discuss topics including (but not limited to) identity and history. They are also responsible for planning a portion of events in Pilipino American History Month.
- Section 6.** The Philanthropy Chair shall be responsible for coordinating PAC's community outreach and activism events, including (but not limited to) High School Outreach, Veteran's Day Parade, and FASGI Luncheon. They are also responsible for planning a portion of events in Pilipino American History Month.
- Section 7.** The Academic/Alumni Chair shall deal with all issues in regards to the California State University, Long Beach administration, faculty, and student services. He/She will promote academics and a close relationship with the members of the Pilipino American Coalition Alumni Association (PACAA). He/She shall inform the organization of any academic related events and shall plan Freshman Transfer Day, Study Nights, Faculty Mixer and the Alumni Mixer.
- Section 8.** The Sports Coordinator will promote all activities which promote sportsmanship, school spirit and PAC pride. He/She handles Friendship Games, Sportsfest, Intramurals and other leagues.
- Section 9.** The Membership Chair is the spokesperson for the general members. He/She will coordinate and plan Kapatids events and the Ate/Kuya Program. He/She will also deal with all issues in regards to recreational and social aspects of the Pilipino American Coalition.
- Section 10.** The Webmaster will be involved with all promotions on an internal basis, mainly via e-mails and the PAC Website. He/She will assist the Secretary and Public Relations Chair on any publicity tasks.

- Section 11.** The Public Relations Chair will be involved with all promotions around campus and to the general members, mainly via word of mouth, flyers, posters and banners. He/She will assist the Secretary and Webmaster on any publicity tasks. He/She is also responsible for communicating with other organizations.
- Section 12.** The Historian will keep record of all PAC events. He/She will do this via picture and video. He/She is also in charge of PAC Times, the official PAC newsletter.
- Section 13.** The Assistant Treasurer shall assist the Treasurer on all of his/her duties. He/She shall mainly focus on fundraising activities.
- Section 14.** The Retreat Coordinator will handle planning and coordinating external events, mainly, Summer/Winter Cabinet Retreat, Snow Trip and the Spring Break Trip.
- Section 15.** PCN Coordinators are ultimately in charge of overseeing and handling all operations, with regards to Pilipino Cultural Night. This includes, but is not limited to, selecting, delegating duties to, and managing PCN Board members.
- Section 16.** PAC Modern Liaisons are charged with communication and scheduling between PAC Cabinet and PAC Modern, the official dance team of PAC.
- Section 17.** In the event that an elected or appointed officer is unable to fulfill his/her term of office, there shall be an election to fill the vacancy at the next regular meeting or at a special meeting. Any eligible member, including those already holding office, may be nominated for a vacant office. However, an executive officer may hold only one position at a time.
- Section 18.** Elected and appointed officers may be recalled from office for cause. To initiate a recall election, a petition signed by one-third of the total voting members must be submitted at a regular meeting and a recall vote shall be taken at the next regular meeting. The officer subject to recall shall be given written notice of the recall at least 72 hours prior to the meeting at which the recall vote will be held and shall be given an opportunity to provide a defense. A two-thirds vote is required to remove an officer.

**Section 19.** Elected and appointed officers shall assume office on the first day of the semester/session following the election. The term of office for the officers of the organization shall be for one academic year. No officer is allowed to hold the same office for more than two consecutive terms.

Bylaw IV. Advisors:

**Section 1.** There shall be at least one advisor from the faculty or professional staff appointed by the organization.

**Section 2.** The organization shall appoint an individual employed as a faculty or staff member at CSULB to serve as the university advisor to this organization. Auxiliary staff and student assistants are not eligible to serve as advisors. The advisor shall fulfill the responsibilities specified in the Faculty/Staff Advisor Acceptance of Responsibility Form. Advisors shall serve on an academic year basis or until their successor has been selected.

**Section 3.** The advisors shall serve a term of one year and will be appointed at the same time as the officers of the organization.

**Section 4.** The advisor(s) shall be ex-officio, non-voting member(s).

Bylaw V. Standing and Ad Hoc Committees:

**Section 1.** The organization shall have the following standing committee:  
PCN Board.

**Section 2.** The PCN Coordinators appoint the PCN Board with the approval of the Executive Board.

**Section 3.** The duties of the PCN Board are to plan the annual Pilipino Cultural Night event.

**Section 4.** The President shall have the authority to establish ad hoc committees as may be necessary from time to time to carry out the work of the organization.

**Section 5.** The President shall appoint the chairpersons and members of all committees.

Bylaw VI. Quorum:

- Section 1.** The percentage of members that constitutes a quorum shall be fifty percent plus one.
- Section 2.** In voting, a majority shall consist of more than fifty percent of those voting.
- Section 3.** There must be a quorum in order for any official vote or election to occur.

Bylaw VII. Elections:

- Section 1.** Elections will be held once each academic year. Date of election to be established by the organization.
- Section 2.** At least one week's notice shall be provided for any meeting at which a regular election is to be held.
- Section 3.** Nominations will be taken at least 2 weeks before the last meeting of the year. Acceptance of nominations and speeches will occur the meeting after nominations. Voting times will be specified by the Executive Board and can begin the day after speeches. Nominations may also be made from the floor immediately prior to the election for each office. Members may nominate themselves for an office.
- Section 4.** Elections shall be by secret ballot and ballots shall only be counted by Cabinet members who are not running in the current election. Cabinet members who are assigned to count the ballots shall not be permitted to vote in the election. Ballot counters shall be selected by the Executive Board. Ballot counting must take place on campus.
- Section 5.** A majority of members of the organization shall constitute a quorum for an election.
- Section 6.** A majority of all votes cast in the election shall be necessary to elect. If no candidate receives a majority, a run-off election shall be held between the two candidates receiving the largest number of votes.

Bylaw VIII. Method to Amend and Renew the Bylaws:

- Section 1.** Proposed bylaw amendments made by a member shall be presented to the organization, in writing, one meeting before it may be voted upon.
- Section 2.** Approval by two-thirds of the voting members present at a regular meeting shall pass a proposed amendment.
- Section 3.** Approval by the University is needed to change the bylaws.
- Section 4.** Bylaws must be renewed with the University every 5 years.