

The Constitution of  
**HMONG STUDENTS ASSOCIATION**  
at North Carolina State University

**Article I**     Name and Purpose

- Section 1     The organization shall be known as the Hmong Students Association.
- Section 2     The purpose of this organization is to build an awareness of the Hmong culture by being a resource to the general public. In pursuit of this purpose, HSA will provide an open forum for discussion and also engage in educational and recreational activities.

**Article II**     Membership

- Section 1     Membership shall be open to anyone in the general public who bears an interest in the Hmong culture.
- Section 2     The officers shall approve and define the membership.
- Section 3     Only current NCSU student members are considered to be eligible voting members. Eligible voting membership is required for the voting of Amendments, by-laws, and officers.

**Article III**     Dues

- Section 1     Dues shall be determined by the newly elected board of executives each spring for the following school year. The treasurer shall manage the official record of dues.
- Dues for the first year of HSA is as follows:  
\$5 per person per semester for the general membership and  
\$15 per person per year for North Carolina State University Alumni.

**Article IV**     Officers

- Section 1     The executive officers for this organization shall be President, Vice President, Secretary, Treasurer, and Historian.
- Section 2     The responsibilities of each elected office shall be:
- President:

- Preside at all meetings of the organization
- Be recognized as the official representative of the organization
- Serve as the chairperson of the Executive Board
- Be responsible for advising the Secretary on all correspondence
- Call special meetings of the organization
- Prepare the agenda in consultation with the Executive Board
- Be responsible for informing the organization about other Hmong organization activities
- Organizes the election
- Be responsible for creating special committees and appointing the head of the committee
- Be a voting member of the Executive Board

Vice President:

- Assumes the duties of absent executive officers in precedence of office
- Accept all official responsibilities and obligations deemed necessary by the President
- Oversees committees
- Be a voting member of the Executive Board

Secretary:

- Keep a record of all proceeding of the organization and Executive Board meetings
- Be responsible for the distribution of the minutes to the Executive Board before the next regularly scheduled meeting and have the minutes available for review by the Members of the organization
- Preside over the meeting of the Chapter in the absence of President and Vice President
- Be responsible for the maintenance of the club organization's web page
- Be a voting Member of the Executive Board

Treasurer:

- Report at the organization meetings the financial status of the Chapter accounts
- Receive and record all moneys of the organization and provide for the money's security
- Maintains a record of receipts and expenditures, balance the accounts, and relinquish possession of

the records to newly-elected Treasurer before the last regular meeting of previous term of office

- Preside over the meeting of the Chapter in the absence of the President, Vice President, and Secretary
- Oversees fundraising events
- Be a voting Member of the Executive Board

Historian:

- Keep, collect, and preserve an accurate history of the organization
- Be responsible for placing news items concerning the organization in local and collegiate publications
- Be a voting Member of the Executive Board

Section 3 Each officer is to maintain a notebook with information pertaining to their office, which shall be passed on to succeeding officers.

Section 4 The Executive Board may have the right to reconsider voting from the previous meeting and present the question for another voting at the next immediate meeting.

## **Article V**      Officer Election Process

Section 1 Elections shall be organized and conducted by the Chair.

Section 2 Election of Officers shall be held at a regular business meeting with nominations being taken from the floor. An eligible member may nominate himself or herself. Nominations will be held in the Spring semester, at least four business meetings before the end of the Spring semester.

Section 3 Officers shall be elected no later than the second to last regular business meeting.

Section 4 At the election meeting, the Chair shall introduce each office position and candidates. If any of the present officers are candidates, then the election process may be conducted by the succession of executive officers. Each candidate shall present a speech, followed by a discussion and secret ballot vote in the absence of the candidate.

Section 5 A simple majority of the eligible voting members' vote is required to vote an eligible member into office.

- Section 6      The current executive officers are responsible for the counting the votes and the Chair shall announce the results after each voting.
- Section 7      Eligible members are limited to two consecutive terms in the same office.
- Section 8      Candidates may run for more than one office, however, they may only hold one office per term.
- Section 9      In the event of a tie between two candidates, the Executive Board shall break the tie.
- Section 10     In the event of more than two candidates running for an office, the candidate with the most votes will receive the office. If there is a tie in the plurality of the votes, then there shall be a run-off.

**Article VI**    Officer Impeachment

- Section 1      In the event of officer misconduct, members are to notify the advisor. The advisor shall then give a verbal warning and counsel to the officer. If the problem is still unaddressed after the first verbal warning, the advisor may give a second verbal warning and/or conduct an impeachment voting at the next regular meeting. To impeach an officer, a 2/3 majority vote is required by eligible voting members.

**Article VII**   Meetings

- Section 1      The organization is required to hold at least one general meeting and one executive board meeting per month of the Fiscal school year.

**Article VIII**   Committees

- Section 1      The club shall make provision for any standing committees needed and/or forming any special committees when needed.

**Article XI**    General Voting

- Section 1      The general voting requirement shall be simple majority of eligible voting members in the general business meetings

and executive meetings, unless otherwise stated in the constitution.

**Article X**     Amendments

Section 1     The constitution shall be amended when needed in the following procedure: any eligible voting member may propose a written amendment to the Board of Executives; the Board of Executives shall then present the amendment at the next regular meeting, which requires a 2/3 vote of eligible voting members to pass.

Section 2     The by-laws of the constitution may be suspended temporarily as needed with a 2/3 vote of eligible voting members.

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