



## Akbayan at San José State University

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### Constitution

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## **PREAMBLE**

We, the students of San José State University, commit ourselves to better the educational, social, and cultural needs of our community. We will promote and facilitate participation and assistance in student on-campus activities, as well as activities of the general Pilipinx/Pilipinx American Community. With this objective, we do hereby adopt and establish this Constitution.

## **ARTICLE I**

### **Name**

The name of this organization is “Akabayan, Pilipinx American Organization at San José State University.”

“Akabayan” in Tagalog, the most common language spoken in the Philippines, means “Embracing in Friendship,” which is the official slogan of the organization.

## **ARTICLE II**

### **Purpose**

*Section 1:* Purposes of this organization are:

- To promote by close contact an exchange of ideas and experiences to become socially, culturally, politically, and educationally involved with fellow students who share common interests in Pilipinx/Pilipinx American culture and heritage.
- To establish a better understanding and appreciation of the Pilipinx/Pilipinx American Community and its youth as a whole.
- To encourage all efforts and activities in connection with “Akabayan.”

## **ARTICLE III**

### **Affiliation**

*Section 1:* This organization is not affiliated with any local, state, national, or international organization. Any similarities with other organizations are purely coincidental.

*Section 2:* Akabayan is a student organization recognized by SJSU Student Involvement and is not a fraternity or sorority organization. This organization is not affiliated with the Panhellenic Council (PHC), Interfraternity Council (IFC), or United Sorority and Fraternity Council (USFC).

## **ARTICLE IV**

### **Membership**

*Section 1:* Membership in the organization shall be restricted to all those matriculated, currently-enrolled San José State University students, who are interested in membership. There shall be no other requirements for admission to membership.

*Section 2:* Voting membership is restricted to matriculated, currently enrolled students at San José State University (San José State University's Student Organization Handbook, Membership of Non-Students (Associate Membership), Page 3).

*Section 3:* Eligibility for membership or appointed elected student officer positions shall not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital 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, marital status, citizenship, sexual orientation, or disability (Title 5, California Code of Regulations, Section 41500).

*Section 4:* The membership dues for current students shall be thirty dollars (\$30.00), which includes membership and a t-shirt, for each member for the year. Dues must be paid to the Treasurer, or proxy, at any point of the academic year. All dues support all events and programs of Akbayan. Membership dues are nonrefundable.

*Subsection 1:* An individual who does not pay the membership fee in the respective school year but has paid for a prior year is not considered a member.

*Subsection 2:* Additional contributions for specific events and programs may be required in addition to the membership dues including but not limited to: Friendship Games lodging and transportation, KAAMP Ading Clues, PCN cast fees and makeup, Internship retreats, select event admission, etc.

*Subsection 3:* Article X, Section 10 refers to membership dues for Cabinet Members.

*Subsection 4:* Any member may request for a payment plan from the Treasurer for any Akbayan-related event and program, in exception to certain fundraisers. They will be required to meet with the Treasurer and make their divided payments on time. If any segmented payment is overdue, the Treasurer reserves the right to cancel their payment plan.

*Section 5:* In order to become an active member, an individual must complete either of the following:

**Option A:**

1. Participate in at least one (1) program (Friendship Games, Internship, KAAMP, or PCN) during the academic year and follow through with the protocols outlined in each program (refer to Article V).
2. Attend at least one (1) event every semester. Open House, Info Nights, KAAMP Mentorship Workshops, and KAAMP Revealing do not satisfy this requirement.

**Option B:**

1. Participate in three (3) events in which at least two (2) must be general workshops.

*Section 6:* An inactive member is defined as an individual who does not fully satisfy either option described in Section 4. Any inactive member is ineligible to vote in elections and cannot run for office.

*Section 7:* There are two (2) types of membership:

- Active Membership
  - Pay the membership fee
  - Satisfy either Option A or B in Section 5
- Inactive Membership
  - Pay the membership fee
  - Fail to satisfy either Option A or B in Section 5

*Subsection 1:* Only an active member is eligible to vote in elections or run for office.

*Subsection 2:* All members, whether active or inactive, must abide by the membership guidelines outlined in Article IV.

*Subsection 3:* Any individual who does not pay for the membership fee is considered a *guest* and is able to attend any Akbayan-affiliated event as long as they abide by the informal expectations set forth in Section 8. The attendance of the guests are subject to approval by the Secretary.

*Subsection 4:* All Cabinet members and Core members are automatically granted active membership status upon receiving their positions.

*Section 8:* The following Informal Community Expectations are to be followed at all times:

- Exhibit behavior that promotes *Embracing in Friendship*
- Provide a safe space for fellow members
- Respect other members and their opinions in all community spaces
- Attend events, workshops, and programs with an open mind
- Reach out to a Cabinet member for any behavior that violates these community expectations

*Section 9:* No member of this organization shall engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending this institution (California Code of Regulations, Title 5, Article 2, Standards for Student Conduct, Section 41301(b)(8)). Individual students may be disciplined for hazing under Section 41301(b)(8)).

*Section 10:* In violation of the hazing policy described in Section 9, consequences may include but are not limited to:

- Having a meeting with the Membership Affairs Committee to discuss violations and additional consequences
- Losing the ‘Pick-Up’ privilege of the KAAMP Program
- Placement on membership probation or have their membership revoked (subject to Membership Affairs Committee decision)

- Probation includes a temporary suspension for the semester meaning the person cannot attend any workshops, events, or partake in any programs
- A revoked membership cannot be renewed under any circumstances and the previously paid membership fee(s) will not be refunded
- Referral to Student Involvement by the Membership Affairs Committee

*Section 11:* This organization shall comply with Title 5, Section 41301, Standards for Student Conduct. Title 5, Section 41301 applies at all times, on and off campus. It is in reference to the California Code of Regulations set for California State University. This includes Campus Community Values, Grounds for Student Discipline, Procedures for Enforcing This Code, and Application of this Code. More information can be found at [this link](#).

*Section 12:* Akbayan does not condone the use of drugs, underaged alcohol consumption, or anything of that nature.

*Subsection 1:* Any persons found to be using, distributing, and/or promoting the use of drugs and underaged alcohol consumption at an event organized by, partnered with, or sponsored by AkbayanSJSU may be subject to disciplinary action as further described in Section 13.

*Section 13:* Should any member observe any behavior that violates anything mentioned in this Article, they can proceed with the following reporting process:

1. Anonymously report an incident using the Google Form on the AkbayanSJSU Website. Only the Vice President will have access to this form.
2. The Vice President will meet with the complainant (affected person) if they refuse to remain anonymous and the alleged respondent (alleged offender).
3. Cases will be heard by the Membership Affairs Committee.
4. The Membership Affairs Committee will vote on a final verdict by a majority vote of the Committee.

*Subsection 1:* Any incident reported using this form that violates Title IX will be automatically redirected to the [Title IX Office](#) at San José State

University and will not follow through with the process described above.

*Subsection 2:* The Membership Affairs Committee is a group of seven (7) Cabinet members consisting of the Vice President, Treasurer, Secretary, one (1) member from the Pillars Board, one (1) member of the Programs Board, one (1) Public Relations Officer, and one (1) Media Officer. The Cabinet members from each board or position are appointed by the Vice President for each case.

Upon receiving information of any incident that violates any expectations outlined in Article IV of this Constitution, this committee becomes active. Otherwise, the committee serves no other purpose.

The Membership Affairs Committee shall:

- Check membership attendance records prior to elections to check for membership voter eligibility
- Hear cases brought to their attention regarding membership expectations
- Make final decisions on consequences and/or the status of an individual's membership as outlined in Section 13

*Section 14:* Members of this organization have all the rights and responsibilities granted by the Constitution and agree to abide by all the guidelines set forth in Article IV by paying the membership fee.

## **ARTICLE V**

### **Membership Engagement**

*Section 1:* The Akbayan Internship Program is open to anyone interested in learning about student leadership, the fundamentals of student organizations, meeting and event planning, and personal organization skills. The program is tailored toward educating interns about how Akbayan works; the ideas and principles can be applied to other campus organizations and events.

In order to join the Internship program, a member must attend one info night session or the first scheduled Internship meeting of the semester.

In the event that there is a high volume of prospective interns, the Internship Coordinator has the option to conduct interviews or similar alternatives as a selection process.

Members who choose to participate in the Internship Program represent the organization therefore must adhere to academic and professional standards. Interns are required to attend and participate in all Internship meetings and retreats. They must uphold a 2.5 GPA every semester while completing assignments and projects given to them throughout the year. Lastly, members are expected to be available during the regularly scheduled meeting time as no make up sessions will be offered.

*Section 2:* Pilipinx Cultural Night, or PCN, is an annual showcase of a student-written play as well as the many cultural dances that preserve Pilipinx culture. It is a student-run production which educates others about cultural dancing and the origins and roots of Philippine dance.

Members who wish to join PCN must attend one (1) info session, one (1) aspect of interest workshop, if applicable, and pay a cast fee - which is to be determined by the Treasurer and PCN Coordinator - during the Spring semester to be eligible to join the PCN production. Should a member not meet all requirements, they shall not be allowed to join PCN. Members interested in joining the Cultural Aspect must sign in and attend the entire duration of at least one (1) cultural workshop and the cultural casting workshop. Should a member not meet all requirements, they shall not be casted into the Cultural Aspect.

All cast members are to adhere to the expectations and responsibilities set forth by the PCN Coordinator and Secretary in the Cast Contract. All cast members are required to join two aspects in order to join the production.

Cast members of the PCN production shall not miss any more than three (3) rehearsal practices - "Super Sundays." Members are allowed two (2) "personal absence days," which require 72 hours notice to the PCN Coordinator and Aspect Director(s). The third absence is allowed for any unforeseen circumstances that may arise. Should a cast member miss rehearsal due to a personal emergency, with proof, it will not count as an absence. Should a cast member surpass three (3)



absences, with the exception of personal emergencies, they shall be dropped from the PCN production.

Should cast members need to arrive to rehearsal late due to work, religious observance/reasons, or personal matters, they must arrive by the end of the lunch break before being counted as an absence. Any scheduled late arrival must be approved by the PCN Coordinator and Aspect Director(s). If a member is going to be late due to unforeseen circumstances, a 24-48 hour notice is required to be given to the PCN Coordinator and Aspect Director(s). Any persons noticed as arriving late without proper notice, shall be marked as absent. Any more than three (3) absences subjects cast members to removal from the production.

Should cast members need to leave rehearsal early due to work, curfew, or personal matters they must notify the PCN Coordinator and Aspect Director(s) 72 hours prior. Should a member need to leave early due to unforeseen circumstances, they must personally notify the PCN Coordinator and Aspect Director(s) prior to leaving. Any persons noticed leaving early without proper notice, shall be marked as absent. Any more than three (3) absences subjects cast members to removal from the production.

*Section 3:* The Kuya Ate Ading Membership Program (KAAMP) is a mentorship program with the purpose of connecting members together in order to create lasting friendships. The KAAMP Coordinator will lead this program and organize events that will promote a family environment through positive guidance and mentorship. (e.g. KAAMP Revealing, KAAMP Thanksgiving, KAAMP Olympics, etc.)

“Ading” in Ilocano, a Philippine language used in Northern Luzon, means “younger sibling.” Within our organization, an “Ading” is defined as an incoming member of the KAAMP Program that wishes to be mentored by a *KuyAte*. Each Ading that joins the program must complete a set of requirements determined by the KAAMP Coordinator. The minimum requirements to be recruited as an Ading into the KAAMP Program are:

- Be a student of San José State University
- Pay the full membership dues for the current school year
- Attend KAAMP Info Night
- Complete the Ading Survey
- Complete an Ading Interview with KAAMP Core

Once the Adings have finished this process, the KAAMP Coordinator and KAAMP Core will pair every Ading with a KuyAte to mentor them, utilizing the information gathered from the Ading Survey and Interview. By the discretion of KAAMP Core, if an Ading is determined to be best paired with a Line or Family instead of a KuyAte, that Ading will be informed of this decision and be able to either accept or reject this decision. By choosing to reject this proposal, the Ading will remain an active member as they fulfilled the requirements of active membership outlined in Article IV, Section 5 but were unable to partake in the KAAMP Program per their discretion.

Once the pairing process is finished, the KAAMP Revealing process begins with KuyAtes receiving an email containing their Ading's survey. The KuyAtes proceed to drop off Clues, in the form of baskets, bins, boxes, etc. of items meant to help the Ading figure out who their KuyAte is. After three (3) days of dropping off Clues, Revealing takes place and Adings are able to meet their KuyAte/Line/Fam. This marks the completion of their recruitment process into the KAAMP Program.

“Kuya” and “Ate” in Tagalog, means older brother and older sister. Within our organization, “KuyAte” is defined as a mentor of the KAAMP Program and is a member of Akbayan that chooses to pick up an Ading. Each KuyAte that wishes to pick up must complete a set of requirements determined by the KAAMP Coordinator. The minimum requirements to be a KuyAte of the KAAMP Program are:

- Be a student of San José State University
- Pay the full membership dues for the current school year
- Must be an Ading from a previous academic year
- Attend the KuyAte mentorship workshop
- Complete and submit the KuyAte Survey

“Families,” or “Fams,” within our organization represent a group of individuals who are connected based on similar values, ideals, personalities, interests, or other commonality. These Families are part of the KAAMP Program and serve the purpose of creating familiar bonds for new and returning members to engage in. The process of creating a Family is outlined by the KAAMP Coordinator each year and shall be under their discretion. Applications can be found on the AkbayanSJSU website and may only be submitted in the Fall. The KAAMP

Coordinator and KAAMP Core will be tasked as the panel to discuss the approval of any new Family. The minimum requirements to create a Family are:

- Family Name
- Three (3) Founders matriculated at SJSU
- Four (4) additional Family members
- One (1) appointed Fam Representative

Family Representatives (Fam Reps) are student leaders appointed by the discretion of the Fam Reps of the past year. One (1) academic school year is required to be a Fam Rep. As leaders of their fams, Fam Reps are expected to:

- Act as the primary liaison between the KAAMP Coordinator and the fams
- Provide resources and guidance for their fam
- Attend all Fam Rep meetings
- Facilitate fam events and hangouts

*Section 4:* According to the CSUF PASA Kaibigan, Friendship Games is described as the following:

- “Friendship Games is one of the largest student-led events in the nation. What began in 1985 to unite the Pilipinx American community is now attended by over 4,000 - 6,000 college students from over 40 Pilipinx American organizations. Each organization represents their university throughout the West Coast by participating in competitive picnic games, performances, and to celebrate S.P.U.F - Spirit, Pride, Unity, and Friendship.”
- By participating in this program, you are competing in the Friendship Games event on behalf of AkbayanSJSU. The purpose of AkbayanSJSU competing in this event is to promote Spirit, Pride, Unity, and Friendship, across all participating members. Additionally, all representing members of AkbayanSJSU will participate in a competitive manner and with good sportsmanship.

Members who wish to participate and represent AkbayanSJSU in the annual Friendship Games competition must complete the following:

- Attend one (1) of the scheduled Friendship Games Info Nights hosted by the Social Chair.
- Attend the entirety of the Friendship Games event.
- Participate in at least one (1) of the three (3) aspects of Friendship Games (SPUF, Games, and Roll Call) by attending all required practices hosted by AkbayanSJSU.

- If an individual does not want to participate in one of the aspects, they may register as a spectator. Coordination of that process will be made with the Social Chair and Secretary.
- Pay the AkbayanSJSU membership dues for the current school year.
- Pay the Friendship Games fee coordinated by the Treasurer and Social Chair for the current school year.
- Sign and abide by all required Friendship Games documents from both AkbayanSJSU and CSUF PASA Kaibigan.
- Attend the ‘Midnight Meeting’ the night before the Friendship Games event, to be scheduled by the Social Chair.

Expectations of those who represent AkbayanSJSU at Friendship Games must abide by the following expectations:

- Following all signed expectations and rules from CSUF PASA Kaibigan in the ‘Friendship Games Registration Packet.’
- Following the Anti-S.P.U.F. policy: “There shall be no: Disrespectful, Anti-S.P.U.F. slogans or images that appear on clothing or posters, verbal harassment (i.e. heckling, mean-spirited teasing, etc.), any behavior that event staff or CSUF PASA Kaibigan staff deem inappropriate or harmful for the event.”
- Bring all necessary items for an overnight event (i.e. student ID, photo ID, snacks/food, water, toiletries, clothes, etc.).
- Be able to coordinate transportation with AkbayanSJSU, to and from CSU Fullerton on the scheduled days of the event.
- Be able to coordinate living accommodations with AkbayanSJSU in the vicinity of CSU Fullerton on the scheduled days of the event.

*Section 5:* The Akbayan Table refers to the safe space for students to gather, connect, pay for transactions/dues, and learn about opportunities and events on campus.

The Akbayan Table will be open at a tabling spot along 7<sup>th</sup> Street Plaza, unless extreme weather conditions or other hazardous occurrences arise. For rainy days, the table shall still be open within the Student Union or any other facility available. If the tabling spot is relocated, members will be notified via social media as soon as possible.

All transactions must be made at the Akbayan Table by any present Cabinet member or anytime with the Treasurer.

*Section 6:* All members, both active and inactive, are entitled to attend any Akbayan-affiliated event, program, or General Workshop.

## **ARTICLE VI**

### **Advisor**

*Section 1:* The organization must have a university advisor. This person must hold at least a Bachelor's Degree and be currently employed as a faculty or staff member by San José State University. A graduate assistant/intern may assume the advisor role if approved by the Student Involvement Staff.

*Section 2:* The advisor shall be a non-voting member of the organization.

*Section 3:* The advisor shall attend the first Cabinet meeting of the Fall and Spring semester.

## **ARTICLE VII**

### **Cabinet Members**

*Section 1:* The organization shall have the following as officers, which are referred to as 'Cabinet members'. The order they are listed serves as the chain of command.

<b>Cabinet Member:</b>	<b>Term:</b>
1. President	Two Semesters
2. Vice President	Two Semesters
3. Treasurer	Two Semesters
4. Secretary	Two Semesters
5. Internship Coordinator	Two Semesters
6. Community & Political Affairs Chair	Two Semesters
7. Cultural Chair	Two Semesters
8. Social Chair	Two Semesters
9. Academic Chair	Two Semesters
10. PCN Coordinator	Two Semesters
11. KAAMP Coordinator	Two Semesters
12. Public Relations Officer (2)	Two Semesters
13. Media Officer (3)	Two Semesters

*Subsection 1:* The 13 positions are divided into four (4) different boards, which are as followed:

1. Executive Board includes the President, Vice President, Treasurer, and Secretary
2. Pillars Board includes the Community & Political Affairs Chair, Cultural Chair, Social Chair, and Academic Chair
3. Programs Board includes the Internship Coordinator, PCN Coordinator, and the KAAMP Coordinator
4. Promotions Board includes the two (2) Public Relations Officers and three (3) Media Officers

*Section 2:* The duties of each Cabinet member are as listed below.

**President:** The President shall

- Preside at all meetings and events of the organization.
- Be an ex-officio member of all Cores.
- Preside and facilitate at Cabinet meetings and shall perform all such duties as are incidental to the office of President and are properly required of them.
- Be the liaison between all other organizations and oversee the well-being of the organization.
- Be the ultimate resource for Akbayan by remaining in constant communication with Cabinet, Cores, members, alumni, the local and campus community, and any other organizations, companies, and individuals to come into contact with Akbayan.
- With the aid of the Vice President and the Academic Chair, coordinate monthly check-ins with every Cabinet member to ensure their academic, mental, and physical welfare.

The President and Vice President shall function as interchangeable positions, but with President as more external focused (organizations outside of Akbayan) and Vice President for more internal (within Akbayan itself). One (1) year of Cabinet experience is required in order to be elected. The President shall become a recognized student officer of San José State University prior to the start of the academic year.

**Vice President:** The Vice President shall

- Preside at all meetings and events of the organization.

- Be an ex-officio member of all Cores and work alongside the President to ensure that all communication is clear between Cabinet, Cores, members, and alumni.
- In the absence of the President, exercise all of the functions of the President and shall be vested with all of its power.
- Be responsible for the following tasks:
  - Setting general and Cabinet meeting agendas.
  - Be readily available to help all Cabinet members.
  - Communicate and update organization advisors and alumni through the use of newsletter or any other efficient medium to share information.
  - Oversee all internal affairs within the Cabinet, the Vice President should be able to properly facilitate and mediate conversations between two (2) conflicting parties.
  - Be the head of the Membership Affairs Committee and will be responsible for the appointment of committee members.

One (1) year of Cabinet experience is required in order to be elected.

**Treasurer:** The Treasurer shall

- Monitor funds for the organization.
- Conduct its banking business and audit all accounts.
- Prepare monthly oral and written reports of all accounts to the Cabinet.
  - Documentation of receipts, records of invoices, and transactions are presented through an electronic file bimonthly or upon request.
  - Budget Requests must be sent to the Treasurer prior to Cabinet meetings in order to give potential financial changes.
- Collaborate with each Cabinet member to plan a budget for their respective Akbayan events and programs.
  - It is the duty of both the Cabinet Member and the Treasurer to keep track of all due dates to stay within the proposed budget.
    - Subject to change upon approval of Cabinet.
- Review all proposals for fundraiser projects for money withdrawals and deposits.
- Be a member of the Membership Affairs Committee.
- Become a recognized student officer of San José State University prior to the start of the academic year.

**Secretary:** The Secretary shall

- Have charge for all papers, make, and keep such records.
- Schedule rooms/spaces for all on-campus events and meetings.
- Reserve the tabling space.
- Check the mailbox.
- Make calendars of meetings, events, and activities presented by the organization.
- Maintain professionalism amongst all Cabinet members and members of the organization.
- Coordinate donations and sponsorships with the Treasurer.
- Record minutes.
- Uphold rules and enforce the meeting agenda set by the Vice President that all Akbayan Cabinet members and attendees will adhere to during Cabinet meetings.
- Be a member of the Membership Affairs Committee.

The Secretary shall perform such duties that are incidental to that office and properly required by the organization. Furthermore, for any virtual engagement with members, the Secretary shall:

- Be responsible for creating necessary meeting links and forms needed, such as Zoom links and RSVP forms.

**Community & Political Affairs Chair:** The Community & Political Affairs Chair shall

- Be in charge of conducting service events, informing the organization of these events, and finding other ways the members can get involved.
- Partake in externalizing, outreaching, and working with outside political, social, and cultural organizations on and off campus.
- Be in charge of preparing the organization's R.A.A.P (Raising Awareness Amongst Pilipinxs) Conference, Community events, and Demographic Survey.
- Inform and educate both the organization and its members about current political and social issues.
- Advocate for issues that align with the values and ethics of what Akbayan represents.
- Encourage members to participate in political affairs of the campus and community.

**Cultural Chair:** The Cultural Chair shall



- Coordinate and organize any activities and workshops in order to educate and promote Pilipinx culture/awareness to both the organization's members as well as the community. The Cultural Chair is also allowed to spread awareness about other cultural issues that are not specific to the Pilipinx culture.
- Ensure cultural accuracy with every post, activity, workshop, and event related to the Pilipinx culture.
  - If the event is not specifically led by the Cultural Chair, it is still under their responsibility to make sure that any information about the Pilipinx culture represented by Akbayan is accurate.
- During the Spring semester, coordinate any requests regarding the Cultural Dance Troupe.
- Work in tandem with the PCN core to ensure cultural accuracy and help the PCN coordinator with whatever they may need.
- Coordinate activities and events for Pilipinx American Hxstory Month in October.

*Subsection 1:* The annual Ma“BOO”hay Talent Showcase is held in October in order to honor Pilipinx American Hxstory Month and balance the amount of events being held by the rest of the Cabinet throughout the year.

- If the event is held in February, the Cultural Chair must name the talent showcase Kapwa Concert and acknowledge the original Ma“BOO”hay title when collaborating with other organizations and potential performers.
- The Cultural Chair may appoint a specific core to help with the showcase or choose to have a year-round cultural core.

**Social Chair:** The Social Chair shall

- Have duty to coordinate and organize activities that have the purpose of socialization, on and off campus (i.e. Picnics, Socials, Dances, etc.)
- Be in charge of organizing AkbayanSJSU's participation of 'Friendship Games' including the following:
  - Registration of AkbayanSJSU to Friendship Games and the necessary protocols to abide by all Friendship Games policies.
  - Planning and coordination of all events that have purpose of preparation for Friendship Games (i.e. FG Games Practices, FG Roll Call Practices, and FG SPUF Practices).
  - Organization of the Friendship Games competition at CSU Fullerton or the respective Friendship Games location.

- Coordination of the ‘FG Board’ to assist in the process of planning during the Fall Semester or the correlating Friendship Games season. The ‘FG Board’ can include but is not limited to the following:
  - FG Games Coaches
    - Designated role to coordinate with the Social Chair all practices, coaching, and playing of the respective “Friendship Games: Games” for each corresponding year.
    - The FG Games Coaches will include but is not limited to five (5) total coaches, one (1) designated to the specific games of Friendship Games that year, along with one (1) head coach.
      - The appointment of the FG Games Coaches shall be determined by ‘Pass Down’ Selection from the previous FG Games Coaches, with discretion of the Social Chair.
  - FG Roll Call Directors
    - Designated role to coordinate with the Social Chair for all practices, coaching, and performing of the respective “Friendship Games: Roll Call” for each corresponding year.
    - The FG Roll Call Directors will include but is not limited to five (5) total directors.
      - The appointment of the FG Roll Call Directors shall be determined by ‘Pass Down’ Selection from the previous FG Roll Call Directors, with discretion of the Social Chair.
  - FG SPUF Core
    - Designated role to coordinate with the Social Chair for all practices, planning, and performing of the respective “Friendship Games: SPUF” for each corresponding year.
    - The FG SPUF Core will include but is not limited to three (3) specific positions (SPUF Master, Cheer Master, and Skit Master), and any additional positions needed under discretion of the Social Chair. Members of the FG SPUF Core can overlap with members of the selected Social Core.
      - The SPUF Master is responsible for coordinating and leading the FG SPUF for the correlating year at Friendship Games. The SPUF Master will work closely with the Cheer Master and the Social Chair.
      - The Cheer Master is responsible for coordinating and leading the FG cheering for the correlating year

at Friendship Games. The Cheer Master will work closely with the SPUF Master and the Social Chair.

- The Skit Master is responsible for coordinating and leading the SPUF Skits for the correlating year at Friendship Games. The Skit Master will work closely with the SPUF Master, Cheer Master and Social Chair.
  - The appointment of the SPUF Core positions shall be determined by ‘Pass Down’ Selection at Winter Formal from the previous SPUF Master, Cheer Master, and Skit Master.
- Organize the annual ‘Winter Formal’ event, if it is at the Social Chair’s interest.
- Organize the annual ‘Tri-Force Picnic’ in collaboration with their Tri-Force counterparts.
- Serve as AkbayanSJSU’s ‘Sports Coordinator’ or designate a member of the Social Core to serve this position.
  - The Sports Coordinator has the responsibility of coordinating any sports teams/events on campus (i.e. Intramural Sports at SJSU), or any team that wishes to represent the organization in a competition/ tournament.
- The Social Chair will have a Social Core that is responsible for a number of tasks allocated by the Social Chair themselves.

**Academic Chair:** The Academic Chair shall

- Promote and encourage academic excellence throughout the organization. This purpose will be carried out by maintaining Cabinet, Internship, and all Core grade point averages by performing grade checks twice every semester, conducting academic check-ins, and managing academic consequences.
- Be in charge of organizing AkbayanSJSU’s Academic Mixer.
- Have jurisdiction over any appropriate methods they deem best fit for the academic needs of the organization.
- Have a Core that is responsible for a number of tasks allocated by the Chair themselves.
- In the event that there is a vacant position within core, the Academic Chair shall be the ex-officio member for the respective position.

**PCN Coordinator:** The Pilipinx Cultural Night (PCN) Coordinator shall

- Be the executive producer of the production, meaning that they will oversee everything regarding PCN.
- Develop the Storyline and Aspects.
- Collaborate with the Treasurer to plan and budget.
- Serve as a liaison to all counterparts outside of Akbayan in relation to the show including Associated Students, venue, ticketing, sponsors, donors, attires, etc.
- Coordinate all requests regarding the Cultural Dance Troupe for Fall semester.
- Coordinate all requests regarding Modern Directors for Spring semester.
- Encourage creativity through the arts, inspire leadership in the cast, and empower change within the community.

One (1) year of PCN-related participation is required in order to be elected.

**KAAMP Coordinator:** The Kuya Ate Ading Mentorship Program (KAAMP) Coordinator shall

- Lead the mentorship program by connecting members together in order to create lasting friendships.
- Organize events that will promote a family environment through positive guidance and mentorship (KAAMP Revealing, KAAMP Thanksgiving, KAAMP Olympics, etc.).
- Lead Info Nights and KuyAte Mentorship Workshops for incoming Adings and KuyAtes.
- Lead Family Representative Meetings to collaborate and work towards creating a family environment for every Family.

One (1) year as a Kuya, Ate, or mentor in the program at SJSU is required in order to be elected. At least one (1) semester of KAAMP Core experience is required in order to be elected.

**Internship Coordinator:** The Internship Coordinator shall

- Be in charge of educating and empowering members who wish to be more involved within and outside the organization through weekly meetings, activities, workshops, retreats, and hands-on opportunities to cultivate their leadership potential, while learning to embrace their individuality through the Internship Program.
- Preside and facilitate at Internship meetings.

- Provide a neutral space for members to learn communication and teamwork skills along with effective skills, ideals, and principles related to culture, community, and self in preparation for leadership.
- Provide the interns an opportunity to organize and host a community engagement project/online event project in the Fall and the End of the Year Banquet in the Spring.
- Oversee all planning done by the interns.
- Keep constant communication with both Cabinet and interns.
- Be readily available to support and guide all interns.

In order to be elected, the individual must have graduated from the Internship Program and have completed one (1) year of Cabinet.

**Public Relations Officers (2):** The Public Relations Officers shall

- Be responsible and in charge of Advertising and communicating information towards the members of Akbayan.
- Maintain and coordinate all aspects related to the Akbayan Table.
- Update and monitor all Akbayan social media pages and the Akbayan Newsletter.
- Keep track of all publicity posts by Cabinet members on social media.
- Make announcements regarding upcoming events and important information at the end of each Akbayan event.
- Work alongside the Treasurer to maintain and update the membership roster.
- Maintain and update scrapbook albums for the Fall and Spring semesters.

**Media Officers (3):** The Media Officers shall

- Create and approve flyers or other digital media for all events, workshops, etc. unless stated otherwise by other Cabinet members.
- Keep digital-media related records of all Akbayan activities, workshops, through the use of any form of camera and video-recording device.
- Post and update digital media content on platforms where pictures and videos can be viewed by the public and all members over the course of their term.
- Maintain and update the AkbayanSJSU website when necessary.

## **ARTICLE VIII**

### **Cabinet Member Nominations and Elections**

*Section: 1:* Only active members are eligible to run for office.

*Section 2:* Nominees must have a minimum overall cumulative GPA of 2.5 and a 2.0 GPA in the current semester of elections. They must also be a matriculated student and have good academic standing at San José State University. Upon declaring and before elections, nominees must provide proof of these requirements to the non-voting parties, the President and advisor of Akbayan.

*Subsection 1:* Nominees who fail to provide proof by debates will be disqualified from election.

*Section 3:* All nominations of Cabinet members are made by secret ballot by the active members. Those that are nominated can only declare candidacy for one (1) position at any given time during the election period. Nominations shall take place no later than three (3) weeks before the end of the Spring semester.

*Subsection 1:* There shall only be one (1) official list of candidates for elections of Cabinet members, which shall contain all the names of those candidates nominated according to the provisions of this Constitution.

*Section 4:* All candidates must run as independents. No alliances can be made with other candidates regardless of position, board, and any other affiliations or relations. Campaign material posted or carried out on social media platforms must be approved by the current Executive Board prior to posting on any platforms. Violation of these guidelines is subject to disqualification, upon the jurisdiction of the current President. Members of the current Cabinet cannot endorse any candidates.

*Section 5:* Election of the Cabinet members will take place no later than two (2) weeks after nominations are made either during a scheduled General Meeting or during a time designated as the election period after the announcement of the nominations. Upon the completion of the election period, appointed board members from each Board (Executive, Pillars, Programs, and Promotions), that are not a candidate of the current election, along with the President and Vice President will be present to count and verify voting results.

- Section 6:* Speeches and debates are mandatory for all candidates. Absences for either speeches or debates without notifying the President will result in an immediate disqualification of the candidate.
- Section 7:* During the voting round, a candidate running against opposition requires a majority vote in order to be elected. A candidate running for a position unopposed requires two-thirds ( $\frac{2}{3}$ ) votes from the ballots in order to be elected.
- Section 8:* Should a nominee receive the majority vote of all members, is within good academic standing, and follows through with the expectations set in this article, they shall be installed as the position they won.
- Section 9:* Cabinet members may not be elected for the same position for more than one (1) completed term. Nominees receiving a two-thirds ( $\frac{2}{3}$ ) vote of all the active members shall be installed at the following meeting.
- Section 10:* Upon retiring, the President becomes a non-voting member of the organization for one academic year only as long as they remain a student at San José State University.
- Section 11:* The term of office for all Cabinet members is effective through the end of the academic year until new Cabinet members take office immediately following “Pass Down.”
- Subsection 1:* “Pass Down” is the scheduled official transfer of power from the predecessor to the newly elected successor, post-election. “Pass Down” shall be held no later than three (3) weeks after the academic year.
- Subsection 2:* The date of “Pass Down” and the official transfer of power can be subject to change due to extenuating circumstances (e.g. sickness, extended vacation, death in the family, etc.).
- Subsection 3:* During “Pass Down” the incumbent Cabinet members will meet with the newly elected Cabinet to brief them on their new positions. Workshops and activities are prepared by the incumbent

Cabinet to highlight certain skills or experiences to expect as a Cabinet member.

Each newly elected Cabinet member will meet with their respective predecessor, the current holder of each position. The predecessor is expected to prepare a checklist of the position duties beforehand which will be reviewed during this time. Additionally, any account information on platforms including but not limited to Google, Slack, Instagram, etc. that are related to the position will be transferred.

## **ARTICLE IX**

### **Cabinet Member Individual Expectations**

*Section 1:* Cabinet members are expected to uphold the standards and expectations, which is classified as professionalism, yet establish a vision with the current Cabinet. Any additional expectations will be outlined by the Secretary according to the current Cabinet's contract of expectations. The following items, known as a Code of Professionalism, should be met by the entire Cabinet and observed by the Executive Board:

1. Respect peers by supporting one another within and outside of the Cabinet. Consider each Cabinet member as a person first, student second, Cabinet member third, and their position fourth.
2. Secure past and ongoing information from being lost (e.g. membership data, "Pass Down" binders, etc.), especially during changes in platforms and technology.
3. Be responsive and communicate to the best of one's abilities through checking emails daily, reading all messages thoroughly, and responding to questions in a timely manner.
4. Dress accordingly to events (See Article XI, Section 2).
5. Separate personal and business relationships.
6. Keep all Cabinet affairs internal unless there are clear violations of the Student Involvement Student Code of Conduct including Title IX violations. Such cases must be reported to the respective entities as soon as the Cabinet is informed of the situation.
7. Present themselves appropriately and professionally in public and on social media platforms (Twitter, Facebook, Instagram, Snapchat, etc.).



8. Attend all scheduled Akbayan events and meetings on time, unless the reason for absence or tardiness is excused by the Executive Board within 72 hours ahead of time or in special circumstances.
9. Represent the organization and San José State University as a Student Leader.

*Section 2:* All Cabinet members of the organization must be matriculated, currently enrolled students at San José State University. All Cabinet members of this organization must maintain a minimum overall 2.5 grade point average, be enrolled in at least 6 units, and be in good standing with San José State University during their term of office. Credential/graduate students are required to be enrolled in at least 3.0 units.

*Subsection 1:* If any Cabinet members fail to maintain any of these requirements during their terms, the Executive Board and the Academic Chair must make a decision. This may include, but is not limited to: removal from Cabinet, academic leave of two (2) weeks with no activity in Akbayan, etc.

*Section 3:* Mandated officers and the Advisor of the organization are required to complete a Canvas course for Recognized Student Organization leaders facilitated by SJSU Student Involvement.

## **ARTICLE X**

### **Cabinet Member Policies and Protocols**

*Section 1:* For major Akbayan events and workshops, Cabinet members must provide a valid reason to be excused for their tardiness/absence by writing a formal email addressed to the event lead and the Executive Board explaining their reasons. This email must be turned in to the Secretary and forwarded to the event lead and the rest of the Executive Board at least 72 hours in advance.

*Subsection 1:* Tardiness and absences with good faith and/or immediate emergencies that are within three (3) days of the event/meeting are subject to approval and fines by the Executive Board on a case-by-case basis. An emergency is defined as any sudden and unexpected event concerning a Cabinet member's, or a loved

one's, personal health and safety (e.g. car accident, hospitalization, mental health crisis, etc.)

*Subsection 2:* Practices and Akbayan events are excluded from this policy as long as the reason falls under school, work, or other Akbayan commitments. A formal letter does not need to be created, but the Cabinet member must notify the Executive Board and event lead(s) of your absence/tardiness. Proof may be requested if necessary.

*Subsection 3:* Call time for events will take place at a minimum of 15 minutes prior to the start of an event unless otherwise stated by the event lead(s). There is a five (5) minute grace period before that member is considered late.

*Section 2:* General Workshops may be held any day of the week with the exception of Cabinet Meeting dates.

*Section 3:* All necessary event preparation must be completed beforehand and within an appropriate time frame according to the current Cabinet's Event Preparation Checklist set forth by the Executive Board. Event preparation includes items such as Event Planning Sheet (EPS) completion, Room Requests, Media Requests, PR Requests, etc. An official review of the EPS shall be left up to the discretion of the event lead(s), prior to the event date.

*Subsection 1:* The Executive Board reserves the right to determine the validity of any event, meaning if the event will move forward or not. They must review the EPS, if provided, before coming to a conclusion.

*Section 4:* Event funding requires that all budget requests must be presented and passed by two-thirds ( $\frac{2}{3}$ ) majority vote by the Cabinet.

*Section 5:* Upon approval, reimbursements must be redeemed during the Cabinet member's active academic year on Cabinet.

*Subsection 1:* Reimbursement requests made after a Cabinet member's term are subject to the jurisdiction of the current Treasurer. If the Treasurer

allows the reimbursement requests it will be brought up to the current Cabinet and must receive two-thirds ( $\frac{2}{3}$ ) majority vote.

*Section 6:* To be reimbursed, total spending must exceed \$20.00 and the Cabinet member shall provide the original receipts.

*Section 7:* Budget requests must be made four (4) weeks in advance of the date needed to allow time for processing.

*Subsection 1:* Reimbursement requests will not be approved unless passed by two-thirds ( $\frac{2}{3}$ ) majority vote of all Cabinet members.

*Section 8:* Budget requests must be sent to the Treasurer in a timely manner upon their discretion in relation to Cabinet Meetings in order to address potential financial changes. Budget requests and reimbursements must include a detailed description of what each transaction was used for. All requests must include all original receipts, official quotes, and/or invoices to be put in motion and processed by Associated Students General Services Center.

*Section 9:* Emergency budget requests are for unforeseeable expenses only. Cabinet members must plan accordingly to ensure that all other requests are voted on ahead of time.

*Section 10:* Since Cabinet members do not receive any income from their voluntary hours in planning, preparing, and hosting Akbayan events, all Cabinet members will be waived of membership fees and are not required to pay any additional program dues.

*Subsection 1:* It will be up to the jurisdiction of the Treasurer and the event lead(s) of said program to enforce mandatory program dues for the Cabinet if need be.

*Subsection 2:* If a Cabinet member resigns or is removed from their position at any point of their mandated term and decides to continue to participate in any programs or events of Akbayan, they are no longer waived of the membership fee.

*Section 11:* Vacancies created by recall, resignation, or leave of absence shall follow the protocol as described below.

- Any performance by a Cabinet member deemed substandard by another Cabinet member may fall under review by current Cabinet members.
  - Only the Executive Board will know when a Cabinet member is on review during a two (2) week span.
- Following review, a two-thirds ( $\frac{2}{3}$ ) vote of current Cabinet members deeming said performance to be unsatisfactory will result in probation.
- Probation shall consist of a 30 day period of review in which said Cabinet member will be evaluated and monitored by the entire Cabinet.
- Upon completion of the probationary period, a two-thirds ( $\frac{2}{3}$ ) vote by the Cabinet members may recall probationary status.
- If the office of the President is vacated, the Vice President shall succeed to the presidency for the remainder of that term. If the office of the Vice President is also vacated, the Treasurer shall succeed.
  - The order of succession and chain of command is followed by the numbered order in Article VII, Section 1.
- Any Cabinet member who wishes to resign from their position and the Cabinet must follow the process described:
  - The Executive Board must be notified of the intent to resign at least three (3) weeks prior to the proposed resignation date through an official letter of resignation. The letter of resignation must thoroughly describe the reason(s) why the Cabinet member wishes to resign.
  - The entire Cabinet must be notified of the intent to resign within one (1) week of receiving the said letter of resignation.
  - In the three (3)-week time period prior to the resignation date, the Cabinet member must complete all current tasks, projects, or events originally expected to be completed in that time period.
  - The Cabinet member must “Pass Down” all current and relevant information needed for the success of their successor appointed by the Cabinet.
- If for any reason there is any change in officer, specifically the President, Treasurer, or advisor positions, it is the responsibility of the President to inform Student Involvement within two (2) weeks of the change.

- In case of resignation or other vacancies in the Cabinet, the Cabinet members shall fill the vacancy by appointment with two-thirds ( $\frac{2}{3}$ ) majority approval of the officers present.
- Action on any temporary leaves of absence of any unforeseen absences (e.g. sickness, extended vacation, mental health crisis, death in the family, etc.) shall be left to the discretion of the Executive Board.

*Subsection 1:* The appointment process in case of a resignation or other vacancy is as follows.

- Each Cabinet member anonymously nominates no more than three (3) members for the vacant position. Nominated members must satisfy the Cabinet member eligibility guidelines in Article IX, Section 2.
- A Cabinet Meeting is held to discuss the qualifications of each nominee.
- At the end of said meeting, each Cabinet member will anonymously vote for their three (3) preferred choices to fill the vacant position.
- The nominee receiving the most votes will be sent an official letter of appointment via email from the President. The nominee has exactly 72 hours to accept or decline the appointment via email. The President will contact the nominee immediately through other platforms such as direct messaging or calling during this time period to ensure the letter of appointment has been received. Should the nominee decline or not respond to the appointment, the nominee receiving the second highest votes from the Cabinet will be contacted by the same process described above. The same process follows for the third nominee and beyond, if applicable.
- Once the nominee accepts the appointment, the position will be considered filled immediately. The Executive Board will be responsible for orienting the newly appointed Cabinet member to ensure they are equipped with the resources required to fulfill their position's duties.
- The entire appointment process must be kept confidential between both parties.

*Section 12:* At any point after appointment or election to office, a Cabinet member serving in a position that is designated as a single position (that is an office that by definition of this Constitution does not include a Co-position) may at any time for any reason request from their Cabinet a Co-position for the remainder of their elected or appointed term.

The request must be approved by the Cabinet. After approval of request, the Cabinet member may nominate a member for the said Co-position. The nominee must be approved by the Cabinet. Any motion requiring the approval of the Cabinet requires a two-thirds ( $\frac{2}{3}$ ) majority vote.

If the candidate does not receive the majority approval, the member requesting a counterpart will nominate three (3) individuals. Following the nomination, the rest of the Cabinet will discuss as a collective of qualifications of each individual. It will then be put to a vote by the entire Cabinet and the individual selected must receive two-thirds ( $\frac{2}{3}$ ) votes of the Cabinet.

## **ARTICLE XI**

### **Cabinet Meetings**

*Section 1:* Cabinet meetings shall be held on Thursdays. Meeting times and locations shall be specified. Meeting dates are subject to change with a two-thirds ( $\frac{2}{3}$ ) majority vote from the Cabinet.

*Subsection 1:* Any member, non-member, alumni, or member of an affiliated organization is able to attend Cabinet meetings as long as they fill out a visitor request form upon the permission of the Secretary. If they do not follow the guidelines within the visitor form, then the President and Secretary may ask them to leave the meeting.

*Section 2:* Dress code for Cabinet meetings are determined by the Secretary and will be business casual, unless stated or hidden in the Cabinet minutes. Dress must not be inappropriate or distasteful.

- Business formal: Wear clothes that you would use for an event such as a business conference or business dinner
- Business casual: Wear clothes that you would use for a job interview; dress professionally and business-like using more relaxed & comfortable clothing
- Akbayan casual: Any Akbayan produced wear
- Casual: Regular comfortable, informal, and relaxed daily wear

*Subsection 1:* Cabinet members must wear their lanyards at all Akbayan and Akbayan-affiliated events unless stated otherwise.

*Section 3:* A quorum of two-thirds ( $\frac{2}{3}$ ) Cabinet must be present for any order of business to be conducted in meetings.

*Section 4:* Emergency meetings are called for at the discretion of the Cabinet members, upon approval from the President. In order for emergency meetings to be held, at least one member from each board must be present. All members of Cabinet are expected to attend unless they are excused with valid reason (i.e. work, family emergencies, sickness, class, mental health crisis, etc.). All Cabinet members and members shall be notified by email, telephone, or by word-of-mouth if need be at least three (3) hours prior to the said meeting.

*Section 5:* The parliamentary of this organization shall be “Robert’s Rules of Order.”

*Section 6:* Only the Secretary and President may have their electronic devices out during the meeting unless a Cabinet member is approved by the Secretary prior to the start of the Cabinet meeting. In such cases, the devices may only be brought out for visual aids during the appropriate time stated by the Secretary; all notes must come from individual, non-electronic mediums.

*Section 7:* Two (2) questions are allowed per Cabinet member with a maximum of five (5) before an automatic request for discussion is required. If a discussion is needed, a request must be presented to the floor and seconded by another Cabinet member. The President or Secretary may at any time stop a conversation and/or any open-ended questions and save them for open forum.

*Section 8:* Tardiness in both physical (physically being late) and professional (late Cabinet reports, forms, etc.) aspects are unacceptable and subject to fines addressed by the Secretary. Fines are given out by the Secretary and are to be paid at the discretion of the Secretary.

*Subsection 1:* Excuses for professional aspects are granted based on the validity of the reason presented to the President (or proxy) and the Secretary with at least one (1) hour prior to the start of the meeting.

*Subsection 2:* A record of fines will be kept and maintained by the Secretary whereas the Treasurer will help record fines during each Cabinet

meeting. Fines are collected by the Treasurer and will be donated to the cash box for general purpose use. All fines during Cabinet meetings must be paid immediately to the Treasurer, and a Cabinet Fine spreadsheet will be created. All fines must be confirmed by the Treasurer first before being cleared. The monetary value of fines and consequences will be determined by the current Secretary.

*Section 9:* There will be no tolerance for swearing, outburst, eating, or any unprofessional behavior during the entirety of the Cabinet meeting. All speech must be acknowledged by the President (or proxy) prior to discussion.

*Subsection 1:* For virtual meetings, microphones must be muted unless addressed to speak and cameras must remain on. Additional expectations in the online format will be subject to the current Secretary's jurisdiction.

*Section 10:* Item of the Week (IotW) will be determined by the Secretary and stated in the latest Cabinet minutes. This item will be hidden within the minutes to incentivize Cabinet members to read through the information presented. The Cabinet members must identify and bring the item to the next Cabinet meeting and cannot disclose the item with another member. Failure to bring the IotW will result in a fine.

*Section 11:* Each Cabinet member shall provide a copy of their Cabinet report to each official meeting. Reports are due the day before each Cabinet meeting at 11:59 pm, in order for the Vice President and Secretary to prepare the meeting agenda and minutes.

## **ARTICLE XII**

### **Cabinet Members and Membership Engagement**

*Section 1:* All transactions must be made at the Akbayan Table by any present Cabinet member or anytime with the Treasurer. Interns are not allowed to handle any money or write in receipt books, with the exception of Internship led fundraisers.

Duties of Cabinet members at the Akbayan Table include but are not limited to:

1. Communicating information of campus future events and programs and anything of that nature to any members and any passersby



2. Completing transactions and writing receipts
3. Maintaining standing and noise traffic around the table
4. Keeping the table clean from any trash or mess
5. Providing a professional image of the organization to the public
6. Have at least two (2) Cabinet members present at all times

*Subsection 1:* Members of the Internship Program have the ability to table as a shadowing/OIL (Opportunity in Leadership) task granted by the Internship Coordinator, however, they shall not cover tabling shifts for Cabinet members.

*Subsection 2:* Unless otherwise stated by the Public Relations Officers, President and whoever stores the tabling equipment, the Akbayan Table will be open four (4) days a week from Monday to Thursday for at least four (4) hours a day.

*Subsection 3:* Each Cabinet member shall table for no less than a total of two (2) hours per week. The tabling schedule will be set by the Public Relations Officers. Two (2) Cabinet members must be tabling at all times. Public Relations Officers and the assigned tabling partner must be notified of any planned absences or tardiness at least 12 hours in advance. Any Cabinet member that misses their tabling shift will be subjected to consequences from the Public Relations Officers.

*Subsection 4:* During Rush Week in the Fall and Spring semesters, the tabling schedule will commence at an earlier time.

*Subsection 5:* Any closure or relocation of the Akbayan Table due to unforeseen circumstances must be approved by either the Public Relations Officers, President or whoever stores the tabling equipment.

*Subsection 6:* Call time for tabling shifts is determined by the Public Relations Officers. There is a five (5) minute grace period before that member is considered late.

## ARTICLE XIII

### Cores

*Section 1:* Any Core is granted for any and all occasion, so long as one (1) Cabinet member is present to give order. That Cabinet member will be head of the Core, with the Core being an extension of the board of that presiding Cabinet member. Thus, effectively making all members of the Core non-voting members of Cabinet. The Core will be held to the same academic and professionalism standards as Cabinet members.

*Section 2:* The President is empowered to appoint such Cores, as they deem needful at any time, or on the majority vote of the Cabinet. The Core may be terminated at any time by the three-fourths ( $\frac{3}{4}$ ) vote of the Executive Board. Presiding Cabinet members of the Core will be liaison between the Core and the Executive Board. All decisions pertaining to the Core must be approved by the Executive Board by three-fourths ( $\frac{3}{4}$ ) vote.

*Section 3:* Cores may include only active members. A Core will only answer to the presiding Cabinet member with all planning, appointment, and operation directed only by the presiding Cabinet member.

*Subsection 1:* In order to be an active Core member, members must pay membership fees, have a minimum 2.5 GPA, be a matriculated SJSU student, and be in good academic standing.

*Section 4:* The vote of the majority in any Core shall be the vote of the Core.

*Section 5:* The following events, positions, and programs shall be appointed a Core by the discretion of the respective Cabinet member. Any Cabinet member not granted a Core automatically may discuss the need for one to the President and will follow protocol in Section 2:

- **Community and Political Affairs Chair:** Community and Political Affairs Core
- **Cultural Chair:** Cultural Core
- **Social Chair:** Social Core
- **Academic Chair:** Academic Core
- **KAAMP Coordinator:** KAAMP Core

- **PCN Coordinator:** PCN Core

*Section 6:* The description of each Core’s responsibilities are outlined below.

### **Community and Political Affairs Core**

- Attend meetings and events as implemented by the Community and Political Affairs Chair unless a 24 hour notice is given
- Help the Community and Political Affairs Chair carry out events throughout the school year such as, R.A.A.P., Community Kickoff, General Workshops, etc.
- Encourage members to become more engaged in politics and create a comfortable space in which members can be open, challenged, and educated
- Promote a positive community environment for all members of the community
- Complete tasks that are assigned by the Community and Political Affairs Chair
- Maintain the academic and professional standards that are outlined in the Core Expectations

### **Cultural Core**

- Attend meetings and events as implemented by the Cultural Chair unless a 24 hour notice is given
- Help coordinate events during Pilipinx American Hxstory Month
- Coordinate the annual benefit concert
- The Cultural Chair will decide the duties of their Cultural Core for their respective term as long as the assigned duties are within reason.

### **Social Core**

- Attend meetings and events as implemented by the Social Chair unless a 24 hour notice is given
- Organize with the Social Chair any of the Social Chair’s responsibilities
- Be responsible as an active member of the SPUF Core responsibilities listed in Article VII, Section 2 under Social Chair
- As a singular unit, the Social Chair and their Social Core will organize events that promote the ideals of socialization, inclusivity, and sportsmanship

### **Academic Core**

The Core will include at least one (1) student representative from the seven (7) colleges of San José State University and a Campus Resource Liaison responsible for non-college specific resources.

Core responsibilities are as follows:

- Attend meetings and events as implemented by the Academic Chair unless a 24 hour notice is given
- Perform check-ins with Cores other than their own twice a semester
- Maintain all relevant social media platforms
- Complete relevant tasks assigned by the Academic Chair
- As a singular unit, the Academic Chair and their Core will connect the organization with on and off-campus resources/events to promote academic excellence, financial aid, professional development, and well-being including stress management, self-care, etc.

### **KAAMP Core**

To be a part of KAAMP Core, one (1) academic year as an Ading is required.

KAAMP Core members are expected to:

- Attend meetings and events as implemented by the KAAMP Coordinator unless a 24 hour notice is given
- Serve the members of Akbayan through their work on KAAMP Core
- Conduct Ading Interviews
- Uphold confidentiality and remain unbiased when assisting in the pairing process
- Facilitate KAAMP events
- Interact with members of AkbayanSJSU in a professional manner
- Providing guidance for Adings, KuyAtes, Fam Reps, and members

### **PCN Core**

- All Core members are expected to work together, in collaboration, to assist the PCN Coordinator in the planning and execution of the PCN production
- To be eligible to join PCN Core, an individual must have participated in at least one (1) former PCN. Any first-time PCN participants are not eligible for a core position. Should a candidate have partial PCN experience, they are eligible for PCN Core to the Coordinator's discretion. The Core is expected to contribute to the following responsibilities:
  - Management of Cast - as a whole and within individual aspects
  - Aspect development and planning
  - Fulfill their individual roles and responsibilities
  - Be communicative regarding attendance, planning, and aspect progress

- Commit to a semester long position, with preparatory work starting before Spring semester

## **ARTICLE XIV**

### **Amendments**

*Section 1:* Any active member can propose amendments by submitting their proposed changes by formally contacting any member of the Executive Board via email.

*Section 2:* Amendments shall be proposed during regularly scheduled Cabinet meetings. Ratification or veto of amendments will be decided in the next scheduled Cabinet meeting. Knowledge of amendment provisions shall be given to all organization members prior to voting with one (1) week minimum notification.

*Section 3:* A two-thirds ( $\frac{2}{3}$ ) majority vote of all Cabinet members shall be necessary to pass all amendments.

*Section 4:* Approved amendments shall take effect immediately.

*Section 5:* The Constitution must be read every year by the current Cabinet. However, the Constitution can not be revised any earlier than two (2) years from the day of ratification by the previous Cabinet.

*Subsection 1:* Prior to the official meeting to review the Constitution, each Cabinet member shall review the Constitution with their board in preparation for the official meeting.

*Subsection 2:* While reviewing the Constitution, the Executive Board should take on the following roles of a note taker, time keeper, and facilitator. The Executive Board has the right to set a limit as to how long a conversation can last when there is a call for discussion.

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**Proposed revisions made on December 4, 2022 and ratified on December 16, 2022 by Barangay (2022-2023 Akbayan Cabinet).**