

Asian Pacific Coalition Constitution

The Constitution of the
Asian Pacific Coalition
University of California, Los Angeles

ARTICLE I: NAME

The name of this organization shall be Asian Pacific Coalition (APC).

ARTICLE II: PURPOSE

Section I.

Act as a representative voice for Asian Pacific Students.

Section II.

Sponsor and co-sponsor social, cultural, educational, and political programs and activities of interest to Asian Pacific students at University of California, Los Angeles (UCLA).

Section III.

Provide a forum for member groups to discuss issues of mutual concern.

Section IV.

Encourage student involvement in the greater Los Angeles Asian Pacific community.

ARTICLE III: MEMBERSHIP

Section I.

Membership into Asian Pacific Coalition shall be open to all registered UCLA students, staff and faculty without assessment of membership fees from the Asian Pacific Coalition.

Members of the member groups in Asian Pacific Coalition are automatically considered members of Asian Pacific Coalition.

Section II.

Members to Asian Pacific Coalition shall be accepted without discrimination on the basis of gender, race, religion, national origin, or sexual orientation.

Section III.

Any group of (or applying for membership into) the Asian Pacific Coalition must first agree to the Asian Pacific Coalition Principles of Unity. The Principles of Unity are:

1. We promote unity and cooperative interaction among Asian Pacific and other UCLA students.
2. We further promote cooperative interaction among/with student groups.
3. Recognizing the oppressive conditions which Asian Pacific peoples have faced in America, we affirm the right to preserve the culture and history of our own people.
4. We uphold the democratic rights of women and minorities.
5. We support the positive and accurate portrayals of Asian Pacific peoples, women and minorities.
6. Recognizing that women and minorities have historically been denied full access to the educational system, we support their right to higher education.
7. We actively support and encourage student participation in the ongoing struggles and concerns of the Asian Pacific communities.

Section IV.

Member groups must be registered with the Center for Student Programming. All member groups must re-register each academic school year.

Section V.

Groups wishing to join the Asian Pacific Coalition shall submit a written request to the Director with a synopsis of its purpose, history and its future plans. The Director will submit the request to the Board of Representatives for approval.

Section VI.

After a review of the group in the presence of the representatives of the applying group the board may approve membership to Asian Pacific Coalition with a majority vote of the quorum (refer to ARTICLE IV, Section II., 3. for the definition of a quorum).

Section VII.

If any member group intentionally avoids contact with APC (i.e. missing meetings and not returning phone calls or emails) and that group is registered with CSP and is functioning (i.e. conducting meetings and programs), the group may be subject to removal from APC.

- This recourse is not intended to be used reflexively and frequently.
- This recourse is only to be undertaken after a group has consistently and clearly neglected its duties for 2 or more years and after much effort has been given by the Asian Pacific Coalition staff to rekindle the relationship.
- Prior notice will be given to the group before such action will take place.

Any group has the right to withdraw as a member of the coalition at any time. If a member group decides to leave the Asian Pacific Coalition for any reason, the group must inform the Asian Pacific Coalition Staff with an official written notice describing its reasons for withdrawing. Reasons for leaving include:

1. If a member group is dissolved (i.e. is no longer an official registered group with Center for Student Programming at UCLA).
2. If a member group no longer wishes to affiliate with the Asian Pacific Coalition.

After informing the Asian Pacific Coalition Staff, the Staff will present it to the Board of Representatives for discussion and approval.

ARTICLE IV: ORGANIZATION

Section I.

The Asian Pacific Coalition shall consist of two main bodies: the General Assembly and the Board of Representatives.

1. The General Assembly shall consist of all members of the Asian Pacific Coalition (the Staff and the Board of Representatives).
2. The General Assembly shall vote annually at the beginning of the academic year to define the following:
 - a. Meeting requirements
 - i. The numbers of meeting Asian Pacific Coalition will hold.
 - ii. The minimum number of Asian Pacific Coalition Board meetings that a group must send a representative.
 - b. Active Groups
 - i. The minimum level of participation in Asian Pacific Coalition by the member group.
 - ii. The level of needed activity to fully participate in all Asian Pacific Coalition decisions and functions.
 - c. Emergency Voting
 - i. The procedures in which the Staff adopts in order to determine an Asian Pacific Coalition position and course of action in an unforeseen situation when the normal voting procedures cannot be followed.
 - d. Membership Guidelines
 - i. The level of participation needed before a member group's voting privileges will be revoked. The voting privileges include the USAC endorsement hearings and Asian Pacific Coalition elections.
 - e. Other guidelines may be defined by the General Assembly.

Section II.

The Board of Representatives of the member groups, as a whole, shall decide upon all policy questions of the Asian Pacific Coalition. It will represent the Coalition at all functions, meeting, and activities.

1. Each member of a group shall be represented at the Board of Representative meeting by any/all of the following: the representative, the assistant representative or a delegated alternate.
2. Each Board member group has one vote through its delegated representative. In the absence of a representative, the assistant representative or a designated alternate is empowered to assume all necessary functions and responsibilities.
3. A quorum consisting of 2/3 of active groups* of the Board present at any meeting shall be required to vote on any proposal submitted for vote by the Chairperson of the meeting. A quorum consisting of 2/3 of the active groups on the Board of Representative as a whole shall be required to elect or remove officers.

4. A majority vote of the Board of Representative is necessary to adopt any Asian Pacific Coalition proposal, except as otherwise specified in the Constitution.
5. A person from a member group can only represent one group.
6. To avoid conflict of interest, members of Asian Pacific Coalition staff cannot represent a member group.
7. The Staff shall be allowed to cast one collective vote per proposal.
8. The Director of Asian Pacific Coalition may cast a vote to break a tie.

Section III.

The Asian Pacific Coalition will operate through a committee system. The Board may delegate to the committees any additional responsibilities beyond their stated duties as deemed necessary to enable Asian Pacific Coalition's business to be conducted smoothly and efficiently. The Ad Hoc Committees may be created at the discretion of Staff and is subject to the approval of the Board as stipulated in Article IV, Section IV: Appointments and Ad Hoc Committees.

The following are the Staff:

1. Director
 - a. Responsible for the direction of Asian Pacific Coalition goals on the campus and in the community.
 - b. Coordinates and oversees all Asian Pacific Coalition programs and projects.
 - c. Is the primary Asian Pacific Coalition spokesperson and general liaison.
 - d. Calls and chairs all Asian Pacific Coalition Board meetings and Staff meetings.
2. Assistant Director of Internal Affairs
 - a. Will assume the responsibilities of the Director in absence of the Director.
 - b. Assists the Director in coordinating Asian Pacific programs and projects.
 - c. Assists the Director in dealing with the inter-member groups' affairs, such as coordinating the meetings initiating and planning retreats for Asian Pacific Coalition Board of Representatives and Staff, with the Board of Representatives' active participation and input.
 - d. Responsible for coordinating staff elections during spring quarter and facilitating staff transition.
3. Assistant Director of External Affairs
 - a. Will take over the responsibilities of the Director in the absence of the Director and Assistant Director for Internal Affairs.
 - b. Assists the Director on coordinating Asian Pacific Coalition programs and projects.
 - c. Assists the Director in affairs external to the inter-member groups events such as: working with other UCLA student groups; working with the Undergraduate Students Association Council (USAC) affairs; work in conjunction with the Community Outreach Coordinator to serve as a liaison between Asian Pacific Coalition and the community.

- d. Drafts the funding proposals with the coordination of the Staff/Board for their committee's programming and are responsible for the program's content and scope.
4. Fiscal Coordinator
 - a. Handles all monetary functions of Asian Pacific Coalition including writing a budgetary proposal for year round programming of the Coalition.
 - b. Writes proposals for programs not covered in the year round funding.
 - c. Aids the various member groups with their proposals, focusing on their budgets to be submitted to funding boards.
 - d. Develops and maintains a working relationship with the manager of Associated Students of UCLA (ASUCLA) Student Government Accounting as well as the Finance Committee Chairperson and Budget Review Director of USAC.
 - e. Maintains the financial records of the Asian Pacific Coalition; is primarily responsible for the initiation and follow-through of Asian Pacific Coalition requisitions and accounts.
5. Womyn's Programmer
 - a. Coordinates programs addresses the needs of the Asian Pacific womyn on campus.
 - b. Insures that all programs of Coalition are sensitive to gender discrimination.
 - c. Maintains community ties with women's organizations, on and off campus.
 - d. Drafts the funding proposals with the coordination of the Staff/Board for their committee's programming and are responsible for the program's content and scope.
6. Community Outreach Coordinator
 - a. Responsible for the community programs of Asian Pacific Coalition.
 - b. Acts as a liaison between the community and the Coalition. Notifying the Asian Pacific community about Asian Pacific Coalition events and encouraging Asian Pacific Coalition member groups to participate in community events and activities.
 - c. Initiates and implements service projects for the Coalition.
 - d. Organizes event to bring community-based organizations to campus.
 - e. Responsible for bringing community-based organizations to Asian Pacific Coalition programming.
 - f. Drafts the funding proposals with the coordination of the Staff/Board for their committee's programming and are responsible for the program's content and scope.
7. Leadership Development Coordinator
 - a. Responsible for curriculum and direction of Asian Pacific Coalition's yearlong internship program.
 - b. Assists the Assistant Director of Internal Affairs in coordinating educational discussions and trainings for the Board of Representatives and Staff.
 - c. Assists the Assistant Director of Internal Affairs in transitions of Staff and Board of Representatives.

- d. Acts as the primary contact for all newly recruited members and volunteers in Asian Pacific Coalition.
 - e. Responsible for the development and retention of the Staff and the APC Interns.
8. Alumni Relations Director
- a. Acts as the primary liaison to Asian Pacific Coalition's Reference Committee.
 - b. Chairs all meetings with the Reference Committee.
 - c. Develops and maintains communication with alumni.
 - d. Maintains database of Asian Pacific Coalition alumni contact information.
 - e. Responsible for all documentation and archival of coalition events, campaigns, and programs (including website, evaluations, photos, etc.).
 - f. Drafts the funding proposals with the coordination of the Staff/Board for their committee's programming and are responsible for the program's content and scope.
9. Lesbian/Gay/Bisexual/Trans-gender/Queer (LGBTQ) Programmer
- a. Coordinates programs that address the needs of the Asian Pacific American LGBTQ population on campus.
 - b. Works with the Womyn's Programmer to ensure all programs of Asian Pacific Coalition are sensitive to LGBTQ issues.
 - c. Assists Leadership Development Coordinator in designing and implementing workshops and events to create awareness of Asian Pacific Islander LGBTQ issues.
 - d. Cultivates working relationships with LGBTQ organizations both on campus and in the community.
10. Academic Affairs Coordinator
- a. Acts as the primary liaison to the Department of Asian American Studies and the Asian American Studies Center.
 - b. Coordinates programs and projects that address the academic and educational needs of the Asian American and Pacific Islander population on campus.
 - c. Develops and maintains ties with other academic entities on campus.
 - d. Other academic entities may include, but is not limited to:
 - i. Center for Southeast Asian Studies
 - ii. Center for South Asian Studies
 - iii. Ethnic studies centers/departments
 - iv. The UCLA Department of Chicana and Chicano Studies and the César E. Chavez Center for Interdisciplinary Instruction
 - v. Center for African American Studies
 - vi. American Indian Studies Center
 - vii. Center for Lesbian and Gay Studies
 - viii. Center for the Study of Women
 - ix. Center for Labor Research and Education

- e. Works in conjunction with the Assistant Director of External Affairs to cultivate working relationships with the Undergraduate Students Association Council and Community Programs Office.
- f. Must be an Asian American Studies major or minor.
- g. Works with Asian American Pacific Islander Studies Undergraduate Association and the Asian American Studies Graduate Student Association to provide support for these organizations and represent API needs on campus to the Department of Asian American Studies and Asian American Studies Center.

11. Administrative Coordinator

- a. Works to coordinate with other Asian Pacific Coalition staff members to help with administrative tasks.
- b. In charge of taking minutes or delegating minute-takers; organizes and keeps track of minutes.
- c. Archives all documents (including, but not limited to, minutes, agendas, and sign-in sheets) in binders and/or electronic media.
- d. In charge of the upkeep of the website.
- e. Responsible for newsletters and membership outreach.

12. Publicity and Outreach Coordinator

- a. Responsible for all the publicity of the Asian Pacific Coalition.
- b. Sends out press releases and drafts flyers for Asian Pacific Coalition events.
- c. Assists the staff in implementing programs with the coordination of the Community Outreach Coordinator.
- d. Responsible for newsletters and membership outreach.

13. Social and Cultural Affairs Coordinator

- a. Coordinates and oversees all events during the Asian American Pacific Islander Heritage Month (AAPIHM).
- b. Acts as the primary contact for co-programming with member organizations.
- c. Organizes social events throughout the school year for Asian Pacific Coalition staff and member organizations to further strengthen existing bonds.

Section IV.

Appointments and Ad Hoc Committees

1. Other Staff or Committee may be appointed or created by the Staff of the Asian Pacific Coalition as the Staff see fit. Additional positions, such as Staff Support, may be created for those who wish to assist staff members in various projects and or to further participate in Asian Pacific Coalition.
2. The Board of Representatives has the power to veto any Staff/Committee appointments.
3. The majority of the election quorum (2/3 of the active Board members) is necessary to confirm any Staff appointment.

Section V.

The Asian Pacific Coalition shall consist of a Reference Committee.

1. The Reference Committee will be comprised of past Staff members (alumni) who will serve as references in order to offer insight to the current coalition members on issues that may arise.

ARTICLE V: ELECTIONS AND NOMINATIONS

Section I.

1. The Board shall elect Staff and reserves the right to remove any of the elected Staff from their office should they not fulfill their responsibilities and duties
2. Elections shall be held annually during the spring.
3. The outgoing Director shall call for elections and allow for a reasonable amount of time for the written declaration of candidacy to be submitted to the Board of Representatives through the Director; presentation by each candidate; consolidation of member group's votes.
4. In the event of an incumbent Director running for re-election, the Internal Assistant Director shall call the election meeting.

Section II.

All members of the Asian Pacific Coalition are eligible to run for positions to the Staff unless they are:

1. On probation with the University.
2. Planning to leave before the end of the academic year.
3. Unable to fulfill the responsibilities of the position due to time constraints.

Section III.

1. Staff shall be elected by the majority of the election quorum of the Board of Representatives.
2. Each member group shall submit one vote per position via its delegated Representative.
3. Voting shall be conducted by secret ballot.
4. The Staff shall submit one collective vote per position.

Section IV.

The names of the new Staff members must be filed with the Center for Student Programming when Asian Pacific Coalition registers for the fall quarter following elections.

Section V.

1. Any Board representative may submit a written complaint and a request for the removal of any Staff member to a Board of Representatives meeting agenda.

2. After ample discussion with the Staff member in question present at a Board meeting, the Board may oppose a vote of impeachment and removal from office at a meeting called for this purpose, no earlier than a week from the date of discussion.
3. At the meeting for impeachment, the Board may remove the Staff member from their position with a 2/3 vote of the active groups.

Section VI.

1. In the event of any Staff member's resignation or removal from office, a special election shall be held.
2. If the Director leaves or is removed, the Internal Assistant Director shall assume the position and a special election shall be called to elect a new Internal Assistant Director.
3. If any of the Staff members other than the Director leaves or is removed, a special election shall be conducted for the vacated position.
4. Election process shall follow the procedures stipulated in the Constitution.

ARTICLE VI: FUNDING

Section I.

The Staff will be primarily responsible for submitting the annual nine-month Budget to the Finance Committee of USAC.

Section II.

Funds shall be used for Asian Pacific Coalition sponsored and co-sponsored programs.

Section III.

Secondly, funds shall be used to provide for operationally related necessities (e.g. office supplies, computers, phones.)

Section IV.

The Staff will decide on the allocation of funds but must be accountable to the Board concerning the Asian Pacific Coalition budget. The Finance Coordinator will submit a budget report to the last Board of Representatives meeting and at the Board's request.

Section V.

Suggestions for expenditures or for joint sponsorship of a program shall be submitted to the Staff members.

ARTICLE VII: AMENDMENT PROCESS

Section I.

All revisions to the Asian Pacific Coalition Constitution shall be passed with a 2/3 vote by the active Board of Representatives.

Section II.

All revisions must be cataloged in the AMENDMENT LIST placed at the end of the constitution. Information that must be provided:

1. Who revised the constitution and when:
 - a. I.e. “Revised as amended by: First and Last Name, month day, year”
 - b. E.g. “Revised as amended by: Albert Quach, August 31, 2011.”
2. What was revised:
 - a. I.e. “In ARTICLE #, Section #, #. “target change” => “change made”
3. Anytime a new section is added, removed, or completely revised, a reason must be provided under the signified change.
 - a. I.e. “Reason: put reason for adding, removing, or completely revising here”
4. Symbol Use:
 - a. E.g. ~ Gives an example of a change.
 - i. This is useful for general changes such as with format.
 - b. I.e. ~ Gives a specific change that was made.
 - i. This is useful for changes to one item.
 - c. => ~ “was/were changed to”

AMENDMENT LIST

Revised as amended by: Kassy Saepunh, May 10, 2013

- In ARTICLE IV, Section III, 9. The word “Queer” was added to the original staff title “Lesbian/Gay/Bisexual/Trans-gender (LGBT) Programmer.” Now changed to “Lesbian/Gay/Bisexual/Trans-gender/Queer (LGBTQ) Programmer”
- In ARTICLE IV, Section III, 13. New Staff Position added.
 - a. Reason: To create a new long-term position to celebrate Asian American Pacific Islander Heritage Month and continue to connect with Board of Representatives.

Revised as amended by: Albert Quach, October 13, 2011

- Format was changed:
 - Arial => Times New Roman.
 - Size was standardized to 12 point.
 - Only the title “Asian Pacific Coalition Constitution” was kept 24 font.
 - Spacing was standardized to single space.
- Format was standardized:
 - Each ARTICLE is separated by 2 returns and should be bolded.
 - E.g. “**ARTICLE #: TITLE**”
 - Each Section is separated by 1 return and should be underlined.
 - E.g. “Section #.”
 - Details should be placed in the next line under Section.
- All “Article #: Title” are capitalized and numbered correctly.
 - E.g. “**Article III: Membership**” => “**ARTICLE III: MEMBERSHIP**”
 - I.e. “**ARTICLE IV: Elections and Nominations**” => “**ARTICLE V: ELECTIONS AND NOMINATIONS**”
- All “Section #.” are underlined
 - E.g. “Section III.” => “Section III.”
- All Sections are now numbered correctly.

- E.g. The second “Section VI.” of ARTICLE III => “Section VII.”
- “Advisory Committee” => “Reference Committee”
 - Reason: Advisory was not the correct terminology to use since the Advisory Committee’s goal was to give their insight not have power over the decision making of the Asian Pacific Coalition Staff.
- In ARTICLE III, Section 1, “...of membership fees.” => “...of membership fees from the Asian Pacific Coalition.”
 - Reason: This phrase was added in order to clarify that only the Asian Pacific Coalition will not change for membership. This means that member groups can still charge for membership fees.
- In ARTICLE III, Section II, “sex” => “gender”
- In ARTICLE III, Section VI, a reference to the definition of quorum was added.
- In ARTICLE III, Section VII, the contents => a disbanding clause.
 - Reason: This section was redundant for it repeated ARTICLE III, Section III.
 - Reason: A disbanding clause was necessary to keep the Asian Pacific Coalition Staff informed of member group status.
- In ARTICLE IV, Section I, 2, e, “Other guidelines may be required defined by the General Assembly.” => “Other guidelines may be defined by the General Assembly.”
- In ARTICLE IV, Section II, 2 “...member group ahs one...” => “has”
- In ARTICLE IV, Section III, “...as stipulated in Article IV, Section III...” => “Section IV”
- In ARTICLE IV, Section III, point 12 was added.
 - Reason: This was to reinstate the Publicity Coordinator as a position.
 - Reason: The Publicity Coordinator name has been changed to “Publicity and Outreach Coordinator.”
- In ARTICLE IV, Section IV, point 4 was changed to “Section V.” of ARTICLE IV.
 - Reason: This change would make more sense in the long run if the Reference Committee were to be expanded.
 - Reason: It did not make sense to be in that section unless all the Ad Hoc committees will be listed in Section IV.
- In ARTICLE VII, “Section II.” was added.
 - Reason: The amendment process was never standardized; thus, valuable information of why or what was changed in the Asian Pacific Constitution was lost.
 - Reason: Section II describes a procedure to how amendments should be formatted.
- In AMENDMENT LIST, format was standardized (though original wording before has been kept) and all known changes starting from the creation of the Asian Pacific Coalition’s constitution has been added.
 - I.e. “*Revised by: Anette Norona, Leadership Development Coordinator, March 5, 2009.*” => “Revised by: Anette Norona, Leadership Development Coordinator, March 5, 2009”
 - Each revision takes up one line.
 - E.g. “Revised as amended by:
Lynne Nguyen
June 2, 2006”
=> “Revised as amended by: Lynne Nguyen, June 2, 2006”

Revised by: Anette Norona, Leadership Development Coordinator, March 5, 2009
Revised as amended by: Lynne Nguyen, June 2, 2006
Revised as amended by: Priscilla Chen & Geena Oh, 2003
Revised as amended by: Cheryl Yip & Diana Yi, May 10, 2001
Revised by: Mikako Kawai, Jan. 23, 1995
Revised by: Mikako Kawai, Nov. 10, 1994
Input into computer by: Ryan Yokota, January 1994
Revised by: Lauren Seng, September, 1992
Revamped and re-created by: Edward Kim, March 30, 1992
Updated by: Lianne Urada, November 5, 1988
Revised as amended by: Gann Matsuda, May 17, 1986
17 January 1979 revised
November 3, 1977