

Barkada
Pilipino American Student Association
California State Polytechnic University, Pomona

Founding Date:

(revised 06/26/23)

Article 1

Preamble

Section 1

PURPOSE: General

Barkada exists for the betterment of the California State Polytechnic University, Pomona Associated Students, Inc., as a whole.

Section 2

PURPOSE: Specific

Barkada is a group of people whose aim is to promote recognition and better understanding of the Pilipino culture at the California State Polytechnic University, Pomona and the surrounding community.

We intend to achieve our aim through:

1. Promoting the Pilipino Culture through various media
2. Social interaction among members, the campus community, other educational institutions, and the community at large
3. The encouragement of achievement in academics
4. Athletic participation in the Cal Poly campus and wherever the challenge arises
5. Exchanges of ideas with people of all national backgrounds

Section 3

Nondiscrimination

Barkada shall not be discriminatory in terms of race, ethnicity, religion, color, age, sexual orientation, national origin, citizenship, gender, physical or mental ability, marital status, financial or social status.

Section 4

Title IX

If a case of Title IX is reported to board, these will be the actions taken:

1. In the event that the issue is reported to our executive board, we will provide them with different options and resources that the survivor can use such as the ones listed below
2. With the survivor's permission, the Barkada executive board can explain the survivor's situation to the Title IX office to get further support and a wider array of options and resources. Through the involvement of the Title IX office, a thorough investigation will be executed to seek into the matter, and measures can be taken to help the survivor with any needs they might have such as counseling, leave from the club, and other beneficial actions. In regards to the perpetrator, the Title IX office will determine the verdict through an investigation as well. The perpetrator can receive disciplinary actions such as

probation or expulsion alongside complete removal and affiliation from Barkada.

Section 5 Off Campus Issues
This organization and/or its members, when making stands on issues, recognizes and will fulfill the obligation to make clear that it/they in no way represents the official position of the California State Polytechnic University, Pomona.

Article II Name

Section 1 TITLE
The official name of the organization shall be Barkada, Pilipino American Student Association

Article III Trust Account

Section 1 MAINTENANCE
This organization, pursuant to its charter obligation, shall maintain an agency account with the ASI Business Office of the Cal Poly Pomona Foundation. This organization may elect to maintain an account in an off-campus banking facility with prior approval by the university.

Section 2 USAGE
All monies of this organization shall be deposited in and disbursed from this account following procedures outlined by the ASI Business Office, the Cal Poly Foundation, or the off-campus banking facility. Should an off-campus account be opened by the officers of this organization, all required paperwork/documents must be submitted to Student, Engagement, Leadership, and Success.

Section 3 DISPERSAL OF FUNDS
Should this organization become inactive by failing to apply for charter renewal, the trust account will be held as an inactive account for two academic years. In the event this organization does not become active during the two year period any funds remaining in said account are to be used to pay any outstanding accounts due the University, University Union or Cal Poly Foundation. If there are no outstanding accounts, it is hereby declared that any funds remaining in said accounts are to be transmitted to Search to Involve Pilipino Americans (SIPA) (3200 W. Temple Street, Los Angeles, CA 90026), an organization enhance the quality of life in Los Angeles' Historic Filipinotown and for Pilipino Americans throughout Los Angeles County, charitable organization to aid this organization in carrying out its objectives. If the said organization is no longer functioning at that time, or if its original

educational, charitable purposes, then the funds of this organization shall be transferred to the Associated Students, Inc., California State Polytechnic University, Pomona.

Article IV

Membership

Section 1

Categories of Membership:

1. Active - collegiate students who have paid dues
2. Associate - former active members
3. Alumni - former active members who have since moved on from undergraduate collegiate work
4. Honorary - Lifetime membership awarded by the Executive Board to persons it recognizes who present in the club would have a great impact on the majority of our members

Officer Eligibility – must be enrolled in at least 6 semester units, 3 semester units grad/credential

Section 2

Eligibility Requirements

Active and Associate members must pay a yearly membership fee. No more than 20% of our membership will be non-CSU students.

Section 3

SUSPENSION

Any member, who violates the constitution of the club or violates any of the rules of student conduct as stated in the California Administrative Code, Title 5, Section 41301, may be suspended, or removed from the club. A member may be suspended or removed for the above reasons following a hearing by the membership of the organization.

Article V

Officers

Section 1

CATEGORIES OFFICERS

Officers of Barkada, whether elected or appointed, must be active members of the club. The positions which are listed, respectively, will be the Chain of Command regarding all Executive Decisions, unless otherwise stated in the position's specific duties. Elected positions include: PRESIDENT, VICE PRESIDENT, ACADEMICS CHAIR, CULTURE CHAIR, ATHLETICS CHAIR, SOCIAL CHAIR, TREASURER, SECRETARY, ASI/MCC REPRESENTATIVE, BEC (BARKADA ENTERTAINMENT COMPANY) COORDINATOR, PUBLIC RELATIONS, EXTERNAL AFFAIRS, and HISTORIAN. The Executive Board may appoint vacant positions as it deems necessary.

Section 2

Duties

The duties and descriptions of elected officers is as follows (but are not limited to):

Upper Executive

1. PRESIDENT – The chief executive officer of the club. The responsibilities of the President are as follows:

- a. Is responsible for all executive decisions, for open communication in the entire club.
 - b. Will be the official spokesperson in all the matters of the club, for being chairperson of the EXECUTIVE BOARD, and for all public dealings of the club.
 - c. Will attend and oversee all meetings unless communicating a temporary absence
 - d. Shall oversee the responsibilities of the Executive Board Members
 - e. The President will act as one of the main liaisons to Alumni alongside the Vice President.
 - f. Will be in charge of distributing Executive Meeting agendas 48 hours before an executive board meeting.
2. VICE PRESIDENT – Works alongside the President in Upper Executive Affairs. The responsibilities of the Vice President are as follows:
- a. Responsible for assisting the President in the making of executive decisions and promoting open communication in the entire club.
 - b. Runs the Member Internship Board and the Member Advisory Board.
 - c. Acts as the primary liaison between the executive board, the Member Internship Board, and the Member Advisory Board.
 - d. They along with the President will act as one of the main liaisons between Alumni and Barkada.
 - e. The Vice President reports to the President, and the Executive Board on all matters of the club.
 - f. In the case of the President’s absence, the Vice President would assume all presidential responsibilities until the current President’s return.

Chairs

CHAIR POSITIONS – The Chair Positions of the four divisions will be responsible for four basic functions, including those stated with each position:

- g. Generating interest and ideas in their respective areas (Academics, Culture, Social, and Athletics)
 - h. Planning and scheduling objectives and events
 - i. Organizing and chairing committee meetings to ensure smooth operation for specific events
 - j. Execute plans
3. ACADEMICS CHAIR – Responsible for all programs held within the club that promote the members’ academic well-being. The Academics Chair is also responsible for organizing the Kuya/Ate/Ading Program, study nights, Academics Month, and any other activities related to the academics of the members. They will also be required to serve on the committee which heads the Pilipino Graduation.

4. CULTURE CHAIR – Responsible for planning and organizing programs which promote the teaching of Pilipino culture, Pilipino American culture and other ethnic cultures to the members. Such programs include but are not limited to Pilipino American Heritage Month (PAHM) Workshops. The Culture Chair will also be responsible for organizing all activities and exceeding all plans related with Barkada’s annual Pilipino American Culture Night. This includes, but is not limited to, the following duties:
 - a. PACN Board
 - b. Logistics (reserving facility, financial proposal, etc.)
 - c. Writing script
 - d. Coordinating and scheduling rehearsals alongside the BEC Coordinator
5. ATHLETICS CHAIR – Responsible for club participation in Intramural Sports held by the Associated Students, Inc. and Athletic Department of California State Polytechnic University, Pomona. The Athletics Chair will also be responsible for organizing all activities and executing all plans related to Barkada’s annual Sportsfest. The Athletics Chair is in charge of recruiting sports coordinators to assist in running Sportsfest. They will also be required to serve on the board of Sportsfest Club. The Athletics Chair will also be responsible for promoting the preservation of the general wellbeing of club members.
6. SOCIAL CHAIR – Responsible for the planning and organizing of all social activities for the participation of the entire club. The Social Chair will also be responsible for planning and organizing Barkada’s annual Banquet which takes place at the conclusion of the academic year. The Social Chair is also in charge of the involvement of Barkada with Friendship Games. In addition, they coordinate social events at least once a month.

Lower Executive

7. TREASURER – Responsible for record keeping of the club, such as budgeting, bookkeeping, and maintaining all money related matters of the club. The Treasurer must also prepare annual budgets and fiscal deadlines to report to the Executive Board. In addition, they must create and send out a Financial Report at least every two weeks. The Treasurer will make financial approvals in conjunction with the President and Vice President
8. SECRETARY – Responsible for record keeping of all business of the club. The secretary handles all correspondence, and is responsible for the dissemination of written communication to the Executive Board, including minutes of every meeting. In addition to record keeping, the secretary is responsible for holding all Executive Board members accountable to their designated duties and deadlines. During Sportsfest, the Secretary must act as the main liaison between Sportsfest and Vendors.

Cabinet

9. ASI/MCC REPRESENTATIVE – Responsible for all matters concerning the club and its relations with the Associated Students, Inc. and the Multi-Cultural Council. ASI/MCC Representative is responsible for reports on such activities to the Executive Board and membership. They act on behalf of the club in ASI/MCC and answer directly to the President and Executive Board. They are responsible for relaying information to and from Barkada and MCC affiliated organizations. Also, they are the official voice of the club in ASI voting and ASI affairs.
10. BARKADA ENTERTAINMENT COMPANY (BEC) COORDINATOR – Responsible for the Barkada Entertainment Company and all subgroups to be performed by the company. BEC Chair is also responsible for soliciting performances and providing performers at the request of the respective client. A contract must be drawn up by the BEC COORDINATOR and approved by the Executive Board so that the money provided will not be forfeited. In regards to Barkada’s Pilipino American Culture Night, the BEC Chair’s primary duties are to schedule dance practices where all dances that will be performed during Pilipino American Culture Night will be rehearsed in conjunction with the Culture Chair. The BEC COORDINATOR will also oversee all business pertaining to any other performance groups under the BEC entity such as:
 - a. Barkada’s Got Talent
 - b. Barkada Modern
 - c. Barkada Band
 - d. Pilipino Notes
 - e. Cultural Dance Troupe
11. PUBLIC RELATIONS – Responsible for the internal promotion of club functions through all media necessary. They will also be responsible for the planning and organizing Barkada’s representation throughout the year. The Public Relations person shall be in charge of the production of Barkada’s periodic newsletter “Anong Balita” a minimum of once per semester.
12. EXTERNAL REPRESENTATIVE – Responsible for the open communication with surrounding universities and other organizations. They act on behalf of the club in all matters outside of the community of the California State Polytechnic University, Pomona, and answer directly to the President and Executive Board. External Representative is responsible for reports on activities to the Executive Board and the membership. The External Representative also acts as the primary liaison between the club and Barkada’s umbrella organization, Southern California Pilipino American Student Alliance.
13. HISTORIAN – Responsible for maintaining record of all events throughout the year using audio/visual media. These records should be used in the production of a video yearbook. They will

also be responsible for the production of the PACN program, while working alongside public relations. In addition, they are responsible for organizing the historian committee.

14. COMMUNITY LOGISTICS COORDINATOR – The Community Logistics Coordinator will help with scheduling professional engagements for Barkada. They will handle the responsibilities of contacting clients, locating venues, handling fees, and invoices. The Community Logistics Coordinator will also be in charge of organizing community outreach and philanthropy opportunities for general members to participate in. In addition, the Community Logistics Coordinator will work alongside the BECC to hold workshops that promote the recruitment of Barkada’s Cultural Dance Troupe.
15. MEDIA DEVELOPER – Media Relations will be in charge of running Barkada’s Official Webpage. They will ensure that all relevant information to the organization’s website is updated monthly. They will work alongside the Public Relations Officer in running the social media, maintaining the public image of Barkada.

Section 3

Eligibility

At the time of assuming office and during tenure in office, an elected officer must meet all of the eligibility requirements as stated by the University: Officers must meet a minimum 2.0 term and cumulative GPA; be enrolled in at least 6 units (undergraduate students) / 3 units (graduate students) during office; and be in good judicial standing with the University.

Article VI

Elections

Section 1

NOMINATIONS

To be placed on a ballot for officer election, a candidate must be an active member in good standing and also be nominated by an active member in good standing. They must also meet all of the eligibility requirements of an officer as stated by the University. In addition, nominees to the Vice President and President positions must be a second year or above, and has served one previous year on executive board, at the time of nomination. Nominees to any of the four Chair Positions must be a second year or above. Nominees for the BEC COORDINATOR must have prior BEC-related leadership experience (PACN Board, CDT Coordinator, Barkada Band Director, P-Notes Director or Project Obvious Coordinator). All nominations must be accepted or declined.

Section 2

TIME OF ELECTION

Elections of new officers will be held annually, no later than three weeks before final examinations of Spring Semester.

Section 3

PROCEDURE

Election of officers is by secret ballot. Each active member of the club will have one vote for each office. Simple majority will constitute the election of a candidate.

Section 4

ASSUMPTION OF OFFICE

Elected officers take office at the time of induction and are subject to a term of one year.

Section 5

VACANCIES

If an officer cannot perform his/her duties for any reason prior to the expiration of his/her term, the president will confer with the officer. At this time, if the officer cannot give sufficient reason for inability to perform assigned duties, the president will give the officer two weeks to turn in a letter of resignation. If said resignation is not received within two weeks, the officer will be impeached as outlined in Article VI, Section 6 of this constitution. Once the office is vacated for any reason, the office will be filled for the remainder of the term by appointment from the president, and is subject to the approval of the majority of the executive board. After approval, he/she will take the Barkada Oath and then assume the duties of the position.

Section 6

IMPEACHMENT

If and when an officer has not successfully tended to his/her duties as promised in the Barkada Oath, he/she will be impeached by simple majority. Such forms of not tending his/her duties are stated in Article V, Section 2 of which will also be reviewed by the faculty/staff advisors. At this time the officer will be permitted to plead his/her case to the Executive Board.

Section 7

CO-PRESIDENCY CLAUSE

If suggested, the President and Vice President, may opt to split responsibilities into that of a Co-Presidency with the approval of their Executive Board and present quorum. With the unanimous approval of the Executive Board and the majority vote of the present quorum, then the Upper Executive may move into a Co-Presidency. Under the Co-Presidency, responsibilities between the both Upper Executive Officers must be evenly split between them.

Should the Vice President become Acting President and assume the responsibilities of President, it is up to the Vice President to propose the Co-Presidency if they feel the need for additional support. Together, the Executive Board members determine whether or not a Co-Presidency is necessary.

The act of what constitutes the Co-Presidency is determined only by the current Executive Board Members.

The process of implementing a Co-Presidency is as follows:

1. If a Co-Presidency is deemed necessary, the Acting President along with the current Executive Board Members will undergo a voting process with all current Executive Board Members.
2. Under the selection process for a Co-Presidency, each Executive Board Member is allowed to propose candidates that have the potential to assume the Co-Presidency alongside the Acting President. Candidates may be proposed as long as they fulfill the requirements to run for Upper Executive.
3. The proposed Candidate must be unanimously approved by all of the Executive Board.
4. If unanimously approved, the proposed Candidate and Acting President will be sworn in as Co-Presidents.
5. Under Co-Presidency, both Presidents will inherit and share the responsibilities of the President and Vice President outlined in the Barkada Constitution.

Article VII

Meetings

Section 1

REGULAR MEETINGS

General meetings will be held on a regular basis. Executive Board meetings will be held weekly. Meetings will be held at a scheduled hour. General meetings will follow the agenda prepared by the Executive Board. Members will conduct themselves in a professional manner at all meetings. Only persons who have been recognized by the presiding officer will have the floor to speak. All others will be expected to show the speaker common courtesy while that person has the floor. Violators of common courtesy will be asked to leave the meeting. Attendance is mandatory for Executive Board Members at all general and executive board meetings unless a valid excuse or prior notice is given.

Section 2

ESSENTIAL MEETINGS

Essential Executive Board Meetings

- a. An essential board meeting must be called when the safety of a member is compromised, when the composition of the executive board changes, and/or when the public image of the club is shifted and in some cases, compromised.
- b. Only items presented that constitute the essential meeting may be discussed during the meeting. Once a

decision(s) is made, the results must be communicated to all of the Executive Board and Advisor(s) of Barkada.

c. Quorum is achieved at an executive board meeting when at least 50% of the Executive Board is present, and must have two people from each category unless otherwise stated:

- i. President **or** Vice-President (1)
- ii. Chairs (2)
- iii. Secretary **or** Treasurer (1)
- iv. Cabinet (3)

2. Essential General Meetings

- a. An essential general meeting must be called when there are changes to the constitution or during elections.
- b. A quorum for essential general meetings is met by the members who are present at the time of the meeting.

Article VIII

Committees

Section 1

ELIGIBILITY

At the time of assuming responsibility for a committee and during tenure in office, a committee chair must meet all the eligibility requirements as stated by the University.

Section 2

THE EXECUTIVE BOARD

The Executive Board shall consist of all the elected officers and all appointed officers, if any.

Section 3

DUTIES OF THE EXECUTIVE BOARD

The Executive Board shall act as the governing and decision making body of the club, approve Presidential appointments, establish policy and enforce the Constitution, expedite action on all matters of the club, serve as the model members of the club, and approve annual budget. Research, plans, and advisory activities will be initiated in the Executive Board. Various strategies including, but not limited to, expansion, publicity, and general direction are the responsibility of the Executive Board. Executive Board members are responsible for open communication, sensible voting, and the general image of the club.

Section 4

MEMBER ADVISORY BOARD

The Member Advisory Board consists of members chosen by the current executive board based on their experience and knowledge of Barkada. The Member Advisory Board provides insight on club matters and assists the Executive Board in tending to their duties.

Section 5

MEMBER INTERNSHIP BOARD

The Member Internship Board is open to all members to join. Members may apply to join the Member Internship Board, pending approval of the

Executive Board. The Member Internship Board allows members to shadow Executive Board members, learn about the various board positions, and provides opportunities to gain leadership experience.

Section 6

THE CHAIRS' COMMITTEES

Each Chair position heads a committee whose purpose is to generate, organize and carry out activities in their respective spheres (Academics, Culture, Athletics and Social).

Section 7

BARKADA ENTERTAINMENT COMPANY (BEC)

BEC is the committee created to generate, organize and carry out performances, both cultural and modern, to help the club achieve its purpose of promoting the Pilipino and Pilipino-American Culture. The BEC COORDINATOR is the chair of this committee. BEC also performs as a fundraising activity for the club.

Section 8

OTHER COMMITTEES

Any other committees will be created through the appointment of the president and approval of the Executive Board.

Section 9

COMMITTEE GUIDELINES

All committees must abide by the following guidelines in the process of achieving its purpose:

1. All meetings must be conducted with the committee chair present, and all actions of the committee must be approved by the committee chair.
2. All committees and its members are responsible for open communication, responsible and sensible voting, and the general image of the club.
3. Reports must regularly be given to the Executive Board on all committee matters so that the Executive Board remains informed on all club matters.

Section 10

EXECUTIVE BOARD AUTHORITY OVER COMMITTEES

None of the committees alluded in this article require Executive Board approval. However, the Executive Board may intervene in committee affairs if the committee is not following the guidelines as stated in Article IX, Section 8, or if it is not achieving its respective purpose.

Article IX

Dues

Section 1

Membership Privileges

All members, with the exception of honorary members, present and prospective are required to make payment of dues contingent upon their members in the club. The Executive Board will establish annual due rates. Persons who do not meet financial obligations will not have a vote

in club actions nor will receive membership privileges until their payment of dues is received and recorded by the Treasurer.

Article X

Advisor

Section 1

ELIGIBILITY

Barkada shall have at least one advisor over 21 years of age who shall be a member of the faculty, administration, or staff of the California State Polytechnic University, Pomona. The advisor may not be on leave of absence at any time during their term of appointment.

Section 2

SELECTION AND APPOINTMENT

After an advisor has been nominated by the organization and approved by their Department Head, final approval and actual appointment will be made by the Director of Student, Engagement, Leadership, and Success. If the advisor is the Department Head, then the immediate supervisor would also need to approve before the final appointment is made by the Director of Student, Engagement, Leadership and Success.

Section 3

DUTIES

The advisor's responsibilities include attendance and participation in as many organizational meetings and activities as is practical, signing all forms related to the scheduling of activities and the disbursement of funds, and the other duties outlined in Student, Engagement, Leadership and Success's Advisor's Guide.

Article XI

Amendment

Section 1

MEANS OF AMENDMENT

To propose an amendment to this Constitution, a person must be a member or an advisor of Barkada. The Executive Board must be informed of the proposed amendment so that it may arrange for a presentation of the proposed amendment in an essential general meeting. The actual vote will take place at the most immediate meeting following the presentation with at least 60% of the active members present. This number will not include associate, alumni and honorary members. However, these members are not excluded from attending the meeting and voting on changes. An amendment is approved if the affirmative votes are at least 80% of members present.

Section 2

APPROVAL

All amendments to the bylaws shall be filed as a public document in the organization's myBAR page and the executive board will alert Student, Engagement, Leadership and Success via email within 90 calendar days indicating the date and method of adoption. Any amendment(s) which

change(s) the purpose or intent of the organization or substantially modify the bylaw's provisions shall be approved by the University before taking effect.

Section 3

COMPLIANCE

This charter shall not conflict with the By-Laws of the Associated Students Inc., or with the policies and regulations of the California State Polytechnic University, Pomona, the Trustees of the California State University and Colleges, or the State of California. Any stipulations applying to all chartered organizations made by the University shall be considered in these Charter Provisions or not.

Revised: June 26th, 2023