



## **Constitution of the United Vietnamese Students' Association of Eastern Canada (UVSA Eastern Canada)**

**1.0 ARTICLE I: Mission and Mandate** 1.1 - The United Vietnamese Students' Association of Eastern Canada (UVSA Eastern Canada) is a non-profit association of postsecondary Vietnamese Students' Associations (VSAs) within the region of Eastern Canada. The Eastern Canadian region includes the following provinces: Ontario, Quebec, Newfoundland and Labrador, New Brunswick, Prince Edward Island and Nova Scotia.

The mission of UVSA Eastern Canada is to serve, empower, and unify the Vietnamese-Canadian community and VSAs within Eastern Canada. This is achieved through promoting leadership and inspiring young Vietnamese people, celebrating the Vietnamese culture, and being the voice of our members.

The specific mandates of UVSA Eastern Canada are:

**1.1.1** to foster cultural awareness by encouraging students to explore and appreciate the Vietnamese culture, language, and history through the Ignite Culture Show and regular promotion of relevant events and topics. **1.1.2** to cultivate leadership, encourage philanthropy, and promote unity among VSAs in Eastern Canada. This is achieved by creating opportunities to collaborate, connect with and learn from one another and recognizing the achievements of our constituents. **1.1.3** to organize social, cultural and charitable activities in partnership with other community organizations whenever possible.

1.2 - UVSA Eastern Canada shall not participate in any private, political, or religious activities, nor shall it be affiliated with any other organizations of such nature. UVSA Eastern Canada is an independent organization and as such shall not be controlled or influenced by any other organization's private directions. All constitutional powers are vested in the Executive Board.

**2.0 ARTICLE II: Organizational Structure** 2.1 - The organization of UVSA Eastern Canada comprises two main bodies: the Executive Board and Committees.

2.2 - The Executive Board consists of the President, Internal Vice-President, External Vice-President, Finance Vice-President, Administrative Vice-President, Events Vice-President, and Marketing Vice-President. All executive powers are vested in the President, who shall act in the best interest of the Executive Board.

2.3 The Internal Vice-President shall assist the President in overseeing the execution of

the projects undertaken by UVSA Eastern Canada. In the absence of the President, the Internal Vice-President, with the permission of the President, may assume the authority of the President.

**3.0 ARTICLE III: BY-LAWS** 3.1 - UVSA Eastern Canada is a not-for-profit organization, therefore none of its Executive Board Members are to make a profit out of the organization operations.

3.2 - In the case that an Executive Board Member may propose to deal with their personal business, the entire Executive Board must have a unanimous vote that is in favour of such action.

3.3 - If UVSA Eastern Canada must deal with a personal business belonging to an Executive Board member, then the mentioned member must follow the Finance rules mentioned in Article 5.3.

3.4 - If the Executive member does not follow Article 5.3, they must cover the cost of the said expenditure with their own money.

**4.0 ARTICLE IV: Finances** 4.1 - The Finance Vice-President is responsible for creating and presenting a budget for expenditures at each meeting, informing the President of all financial transactions incurred and keeping a clear record of UVSA Eastern Canada finances to be passed on to the next Finance Vice-President. The President, in turn, has the responsibility of keeping the Executive Board up-to-date with the current financial status of the organization.

4.2 - All administrative financial expenditures must be approved by a 100% majority vote in the Executive Board. In addition to this vote, the signatures of both the Finance Vice-President and the President are required for any UVSA Eastern Canada administrative financial transaction to be legitimate.

4.3 - All VSA and UVSA Eastern Canada event-related financial expenditures must be approved by a majority vote of the Executive Board. In addition to this vote, the signatures of both the Finance Vice-President and the President are required for any event-related financial transaction to be legitimate.

4.4 The Finance VP must submit all financial documents to the appointed public accountant appointed by the current Executive Board by June 15th. It is required that the Finance VP finalize the tax report before the end of his terms.

## **5.0 ARTICLE V: Business transaction and debt**

5.1 - Executive Board members, Committee members and Staffs must fill up the reimbursement form and provide the Finance VP with a receipt.

5.2 - In the case that a receipt is not provided, UVSA Eastern Canada will be allowed to refuse the reimbursement.

5.3 - If UVSA Eastern is dealing with the personal business of an Executive Board Member, the said person must submit details and proper invoices to be approved by Finance VP and one of the President before making the transaction.

5.4 - In case of Bankruptcy, UVSA Eastern Canada will pay all its debt by this order: Suppliers, Volunteers, Sponsors of the current year, committee and Executives members.

5.5 - After paying all the debt, UVSA Eastern Canada will donate the remaining amount to a charity selected by UNAVSA.

## **6.0 ARTICLE IV: Membership** 6.1 - UVSA Eastern Canada has 4 Classes of membership.

**6.1.1** Class A membership is given to Executives Board Members which give them the right to vote during every meeting, by an exception of an election.

**6.1.2** Class B membership is given to Committees Members. That class has the right to vote during committee meetings.

**6.1.3** Class C membership is given to the Vietnamese Students' Associations mentioned in point 6.2 and 6.3. This class is given the right to vote during election only.

**6.1.4** Class D membership is given to postsecondary institutions that do not have an official Vietnamese Students' Association. This class has no voting rights.

6.2 - Only recognized postsecondary Vietnamese Students' Associations may become members of UVSA Eastern Canada. However, postsecondary institutions that do not have an official Vietnamese Students' Association may also join as an affiliate of UVSA Eastern Canada.

6.3 - In order for a Vietnamese Student Association to become a member of UVSA Eastern Canada, it must meet the following criteria:

**6.2.1** It must be an official Vietnamese-Canadian Students' Association from a recognized post-secondary institution in a province within the Eastern Canadian region; **6.2.2** It has the responsibility to provide participants in at least one UVSA Eastern Canada initiative; **6.2.3** It shall abide by the constitution and regulations of UVSA Eastern Canada. As a full member of UVSA Eastern Canada, the individual VSA shall be entitled to all the services offered by UVSA Eastern Canada.

**7.0 ARTICLE V: Election and Appointment** 7.1 - In March, the President of UVSA Eastern Canada shall issue a call for applications for the positions in the Executive Board. Acceptable applications include running for an individual position or running as a complete team with a platform. The voting will still be on an individual basis. The deadline for applications will be at the beginning of June. The campaign period will take place during the month of June, along with interviews directed by the outgoing Executive Board Members. The voting period will be at the end of June. The interview-approved applicant shall have their information and application sent via email to each of the VSAs. The Executive Board of each VSA will confer and cast a single vote for each position on behalf of their VSA. The majority vote for each position by all active VSAs shall determine the elected candidate. The last week of June will be a transition period and the term for the new UVSA Eastern Canada Executive Board officially will begin on July 1.

7.2 - If there is a vote tie for a position at the end of the voting period, a revote will be sent out to all VSAs to decide between the tied candidates. If there is a vote tie at the end of the voting period and there are only two candidates for the position, the current UVSA Eastern Canada Executive Board will determine the final candidate. **There will only be one position per person per term (one-year term). However, two people may serve under the same position as co-presidents or co-committee members.** The positions that will be elected are:

President: The position of the President of UVSA Eastern Canada may be held by up to 2 members (Co-Presidency is allowed but it is not exclusive) of any VSA member school, alumni or current. They must have served on the UVSA Eastern Canada Executive Board or a Committee for at least one year. Responsibilities include (but are not limited to):

- Motivate and establish an environment of enthusiasm and openness
- Attend community meetings to increase partnerships and networks
- Arrange all VSA meetings when necessary
- Build a good relationship with the member schools of UVSA Eastern Canada

- Set out new goals for the school year
- Be a mentor for all members of UVSA Eastern Canada and VSAs

Internal Vice-President: the position of the Internal Vice-President of UVSA Eastern Canada may be held by a member of any VSA member school, alumni or current. Responsibilities include (but are not limited to):

- Maintain constant relations with the VSAs throughout the year
- Attend member school VSA events
- Work with UVSA Eastern Canada to create new club activities
- Responsible for UVSA Eastern Canada internal communications
- Take on the responsibilities and duties in the absence of the President
- Keep detailed notes and records for sustainability and mentorship purposes

External Vice-President: the position of the External Vice-President of UVSA Eastern Canada may be held by a member of any VSA member school, alumni or current. Responsibilities include (but are not limited to):

- Act as liaison between UVSA Eastern Canada and external bodies
- Attend community meetings with the President to increase partnerships and networks
- Work with the Finance Vice-President and External Committee to create a sponsorship package, distribute to potential sponsors and secure sponsors for the upcoming year
- Lead the External Committee to provide marketing and communications to VSAs (through social media) to increase awareness and attendance for association events

Events Vice-President: the position of Events Vice-President of UVSA Eastern Canada may be held by a member of any VSA member school, alumni or current. Responsibilities include (but are not limited to):

- Organize and coordinate UVSA Eastern Canada participation/performances in major community events such as Hoi Cho Tet, Road to Asia Festival, Night it Up/Night Market, Tet Trung Thu, etc.
- Lead/delegate the organization and execution of the annual Ignite Culture Show
- Lead the Events Committee; appoint and oversee committees for events
- Coordinate and plan special events and activities to enhance UVSA Eastern Canada mandate/initiatives
- Work with Finance Vice-President to organize/estimate budgets for potential events in

the coming school year

- Reserve appropriate venues and equipment, as well as recruit volunteers

Marketing Vice-President: the position of Marketing Vice-President of UVSA Eastern Canada may be held by a member of any VSA member school, alumni or current.

Responsibilities include (but are not limited to):

- Maintain UVSA Eastern Canada website, domain or server
- Oversee the creation and management of multimedia
- Lead the Marketing Committee (graphics, social media, videographer)
- Code forms for UVSA Eastern Canada events

Administrative Vice-President: the position of Administrative Vice-President of UVSA Eastern Canada may be held by a member of any VSA member school, alumni or current. Responsibilities include (but are not limited to):

- Work with the President and set agendas for regular meetings
- Record minutes from regular meetings and distribute in a timely manner
- Document UVSA Eastern Canada activities and events
- Proofread all UVSA Eastern Canada publications
- Maintain a contact list
- Keep detailed notes and records for sustainability and mentorship purposes

Finance Vice-President: the position of Finance Vice-President of UVSA Eastern Canada may be held by a member of any VSA member school, alumni or current.

Responsibilities include (but are not limited to):

- Organize budget and accounts for the coming school year; keep all records up to date
- Obtain a receipt for any expenditure of UVSA Eastern Canada funds
- Provide a receipt when compensating for expenses made on behalf of UVSA Eastern Canada
- Keep a journal/Excel spreadsheet to show cash flow throughout the year
- Work with the Events Vice-President and Events Committee to create a budget for projected costs/profits/deficits for every event
- Look for potential sponsors/create a sponsorship package with External Committee
- Work with an appointed public accountant to submit business tax reports annually

7.3 - Advisor(s): the  
Advisor(s) of UVSA

position of  
Eastern Canada

may be held by any UVSA Eastern Canada alumni, preferably member(s) of the most recent outgoing UVSA Eastern Canada Executive Board. The Advisor position is not elected by VSAs but will be appointed by the current UVSA Eastern Canada Executive Board. Advisors do not have voting rights and will be selected for a one-year term. The number of advisors cannot exceed the number of Executive Board members.

Responsibilities include:

- Advisors shall provide ongoing support and guidance to the Executive Board and Committees by being available to answer questions and concerns
- Advisors shall ensure the organization operates in conformity with the constitution
- Advisors must attend at least 1 event hosted by the current UVSA Eastern Canada Executive Board and Committees

7.4 - Committee Members: Committee members of UVSA Eastern Canada will be selected once elections for the Executive Board have been finalized and confirmed. In July, the President of UVSA Eastern Canada shall issue a call for applications for the Committee member positions. The deadline for applications will be at the end of July. The voting period will follow shortly after. The applicant information shall be sent via email to all UVSA Eastern Canada Executive Board members. Each Executive Board member will cast one vote per Committee position. The majority vote for each position shall determine the elected candidate. The Committee members' voting privileges are subject to change depending on the current year's Executive Board.

**5.4.1** If there is a tie for a Committee position at the end of the voting period, a revote will be issued to decide between the tied candidates.

The Committee positions open for election will be decided by the Executive Board based on the needs of UVSA Eastern Canada (ie. Which teams will be most beneficial to the Executive Board and UVSA Eastern Canada as a whole). Suggestions for Committee positions include, but are not limited to the following:

- External Relations Officer - responsibilities include assisting External Vice-President, including serving as a member of CORR for UNAVSA; up to 2 positions
- Graphic Designer - responsibilities include working with Marketing Vice-President, Events Vice-President and other members to produce compelling graphics/posters for the promotion of UVSA Eastern Canada events and initiatives
- Social Media Lead - responsibilities include working with the Marketing Vice-President, Graphic Designer, Events Vice-President and other members to plan and execute a marketing plan, including social media; up to 2 positions
- Events Officer - responsibilities include assisting the Events Vice-President in all aspects of the Ignite Culture Show; up to 2 positions

7.5 - Eastern Canada Regional Representatives: the position of Eastern Canada Regional Representative is a committee-level position. This responsibility can be taken on by a Vice-President in addition to their outlined responsibilities, or open to any active member in the Eastern Canada region. The Regional Representative must have previously attended a UNAVSA Leadership Conference, or serve in a cabinet or staff position on UNAVSA, or have experience as a CPP intern. In the case that there are no appropriate Vice-Presidents that can take on this position, an open application will be created and the Regional Representative will be decided based on a vote by the Executive Board. Responsibilities include:

- Serve on the Council of Regional Representatives (CORR) for the Union of North American Vietnamese Student Associations (UNAVSA); represent and act as a liaison between UVSA Eastern Canada/the region of Eastern Canada and UNAVSA
- Provide regular reports to the Executive Board on the activities and actions of UNAVSA and relay information from UNAVSA about current topics and issues that needs to be addressed to UVSA Eastern Canada
- Support UNAVSA operations in the Eastern Canada region
- Work alongside the External Vice-President and Finance Vice-President to keep track of all funds raised for the Collective Philanthropy Project (CPP) beneficiary
- Vote on regional-specific decisions on behalf of the Eastern Canada region

**8.0 ARTICLE VI: Meetings** 8.1 - The President(s) of UVSA Eastern Canada has the authority to call Executive Board meetings. He/she may also call such a meeting on the recommendation of the majority of the Executive Board members. During the meeting, any decision made by the Board will be a majority, where each Executive Board member will have voting privileges. In the event of Co-Presidents, they collectively will have one vote to ensure that there is an odd number of total votes. Any decision made at a meeting and ratified by the majority of the Executive Board members shall become an official policy of UVSA Eastern Canada.

**9.0 ARTICLE VIII: Motion of No-Confidence** 9.1 - A motion of no-confidence may be brought forth upon members of the Executive Board or Committee members. A motion of no-confidence may be brought forth as a result of, but not limited to, the following reasons:

- Lack of attendance
- Violating the constitution
- Negligence A motion of no-confidence will keep to the following procedure:
- All motions of no-confidence must be submitted in written form to the President. In the event that the motion is being served upon the President, the motion will be submitted to the Internal Vice-President.



- The Executive Board or Committee member whom the motion is served upon will receive a copy of the written motion at least one week prior to the next Executive Board meeting.
- At the meeting, the motioner has a maximum of ten minutes to present his/her case against the motionee.
- The motionee will have a maximum of ten minutes to respond.
- The remaining Executive Board members will have a maximum of ten minutes for deliberation which the motioner and motionee will not be present for.
- If the majority voting quorum approves the motion, the motionee will officially be asked to resign and will effectively be dismissed from the UVSA Eastern Canada Executive Board or Committee.

**10.0 ARTICLE IX: Arbitration** 10.1 - In the event that a conflict of interest arises between two member associations within UVSA Eastern Canada, an Arbitration Panel must be created in order to resolve the issues. The panel shall consist of the following members:

- The President of UVSA Eastern Canada, who is responsible for chairing the panel
- A representative from each of the parties in conflict
- At least two other executive officers who do not belong to the parties in conflict, one of which may be an Advisor. If the incumbent President is from one of the parties involved then a new candidate must be appointed by the Board to chair this panel. When an appropriate resolution is reached by the Arbitration Panel, it shall take effect immediately. Any party which does not find the recommended resolution to its satisfaction may appeal to the Executive Board, in which case the Board must then vote on a final resolution. The decision of the Board is final, and failure to comply with it may result in expulsion from UVSA for the remainder of the term. The Board's unanimous consent (excluding the votes of the association in question) is required for the expulsion to take place. The new administration of an expelled association may reapply for UVSA membership at the discretion of the Board.

10.2 - In the event that a conflict arises between UVSA Eastern Canada or VSA/any local organization in Eastern Canada, an Arbitration Panel from UVSA must be created in order to resolve the issues. The panel shall consist of the following members:

- The UVSA Eastern Canada President or an appointed representative
- At least two other executive officers or representatives who do not belong to the parties in question. They will provide full services to assist the parties in resolving the conflict. The final resolution will take effect immediately.

**11.0 ARTICLE X: Amendments** 11.1 - All future amendments to the constitution require



the approval of the majority of the Executive Board.

**12.0 ARTICLE XI: Dissolution** 12.1 - In the event of the dissolution of UVSA Eastern Canada, its possessions along with its financial assets must be divided equally among the member associations. Alternatively, all assets may be donated to a recognized charity organization. In this case, a trustee, preferably external to UVSA Eastern Canada, must be appointed to oversee the dissolution.

*By signing below, I acknowledge that I have read and agree to the terms and conditions of the UVSA Eastern Canada constitution. This agreement binds each Executive Board and Committee member to the responsibilities as listed and agreed upon in the constitution. I understand that failure to comply with and uphold the mandates of UVSA Eastern Canada may result in the termination of my involvement with the organization.*

\_\_\_\_\_  
Full name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date