

Constitution of Burmese Student Association at UCLA

Drafted on the Eighth of December, 2007.

Statements of Purpose

- To establish a community among Burmese students and students who are interested in Burmese culture and customs
- To enrich welfare and to promote higher education in Burmese American community
- To ensure Burmese students gain access to necessary opportunity and training in order to choose careers of their choice by networking with Burmese professionals and students across the United States
- To disseminate Burmese culture and traditions through social activities

Eligibility of Voting

Every member of Burmese student Association is eligible to participate in choosing leaders. Members are empowered to call for impeachment of an officer if there is clear evidence of officer's wrongdoing. A minimum of 2/3 votes of members present at the special meeting called for impeachment is required to approve this action and the impeached officer is expected to resign immediately.

Voting Procedure

Officers are nominated by an active member and elected by a majority of votes of members present at the election.

Procedures for amending the Constitution

1. The content of this constitution may be amended by a consensus of the organization's active membership, in accordance with the policies and regulations of UCLA.
2. All members must be properly notified of the proposed amendment and the time and place for the scheduled vote. Online/ e-mail voting allow.

3. Final approval of the proposed amendment must be by a two-thirds vote of the majority present.

Operating Procedures

Any member may propose an activity, which must be subsequently approved by committees.

Organization Structure

Advisory Committee

(3-5) members of this committee may be students, alumni or staff members of UCLA who have vested interest in the welfare of this organization and Burmese community.

Executive Committee

President

- The person "in charge," responsible for supervising/overseeing the work of the other officers and ensuring that they function together as an effective team
- Provides the overall vision and sense of direction for the organization
- Spokesperson/representative/external liaison for the organization
- Schedules and runs officer and organization meetings
- serves as a role model for other officers and members

External Vice President

- Communicate with community organizations
- Supervises/oversees chair people and the work of all committees
- Selects committee chairs
- Delegates appropriate responsibilities to committee chairs
- Actively keeps up-to-date on work of committees with committee chairs
- Chairs special committees or projects
- "Assumes responsibility" during absence of president

Internal Vice President

- Records and distributes all pertinent information to members, including meeting minutes, upcoming events and opportunities via e-mail and pamphlets
- Handles all organizational correspondence
- Keeps accurate membership lists with names, addresses and phone numbers (including summer addresses)
- Maintains thorough organizational files and record
- Keeps office organized and stocked with supplies.

Treasurer

- Establishes annual budget for organization and ensures that it's followed
- Reports regularly to organization officers and members the group's financial status
- Manages day-to-day financial transactions
- Records and pays bills/reimbursements
- Deposits/withdraws funds
- Apply Funding with the help of president
- Works closely with Student Organization Accounts Service (SOAS)

Historian/ Webmaster

- Maintain the website up-to-date and current.
- Keeps account of organizational records and documents (Charter, awards, newspaper clippings, etc.)
- Thoroughly documents all events through photographs, video, or written descriptions

Committee Chairs

- Manage work of committees, with appropriate direction and delegation
- Reports to vice president and reports at organization meetings
- Each committee will have specific responsibilities and goals

Examples:

Membership: recruit, select, and orient new members

Publicity: promote a positive image of the organization by creating and designing, producing and distributing all publicity materials

Each officer is equally important to the smooth and effective functioning of an organization. Successful officers function as a team, helping each other and contributing to the overall accomplishments and climate of the organization. Don't forget the importance of each of the members, "A chain is only as strong as its weakest link.

Provisions to make financial info

Any financial contributions or sponsorship must be acknowledged accordingly and must be made available to university officials should there be a request for such records.