



# ANDRÉS BONIFACIO SAMAHAN

## CONSTITUTION & BYLAWS

### **ARTICLE I: NAME**

ANDRÉS BONIFACIO SAMAHAN (AB SAMAHAN), the <sup>1</sup>Pilipino American Student Organization of San Diego State University: Samahan meaning togetherness and unity.

### **ARTICLE II: THE KATIPUNAN CLAUSE**

AB Samahan shall follow the revolutionary ideologies of its namesake, Andrés Bonifacio, who fought and died for the freedom, independence and equality of all Filipino people. AB Samahan shall recognize the historical and current unjust conditions that Filipinos, both domestic and diasporic, have suffered and continue to suffer from as a result of colonization and other oppressive forces. AB Samahan shall advocate for Indigenous, poor and working class Filipinos, as Andrés Bonifacio had previously done. AB Samahan shall strive to thoroughly educate its members on these issues; and it shall strive to unite and mobilize its members to act upon these issues. All these ideals shall be considered and incorporated in the functions and actions of the organization, in alignment with our namesake and revolutionary origin.

### **ARTICLE III: MEMBERSHIP**

Membership in the organization shall be open to those regularly-enrolled at San Diego State University. Monetary dues are not required for membership. A current membership roster will be provided by the Administrative Officer.

1. This organization shall have associated members who are non-SDSU students or who do not meet the above criteria. Associated members shall have all membership privileges except for the right to vote or hold office. By California State University policy, no more than 20 percent of the membership shall be individuals who are not CSU students (e.g., community members, students at other colleges, etc.).
2. Eligibility for membership or appointed or elected student officer positions may 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.

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<sup>1</sup> In respect to the founders of Andrés Bonifacio Samahan we retain the original spelling of Pilipino.

## **ARTICLE IV: EXECUTIVE BOARD**

### **SECTION I: ORGANIZATION**

Shall be represented in order of power in the eyes of the public. Top 4 as recognized for Associated Students purposes.

1. **Executive Officers** (in hierarchy)
  - a. Chairperson (The Chairperson shall serve as the President for this organization)
  - b. Vice Chairperson
  - c. Treasurer
  - d. Administrative Officer
2. **Coordinators** (in alphabetical order)
  - a. Academic Coordinator
  - b. Community Affairs Coordinator
  - c. Cooperative Cultural Affairs Coordinators (2)
  - d. Funding Coordinator
  - e. Historian
  - f. Political Affairs Coordinator
  - g. Public Relations Coordinator
  - h. Social Activities Coordinator
  - i. Sports & Recreation Coordinator
  - j. Webmaster

### **SECTION II: OFFICER DUTIES/RESPONSIBILITIES** (not limited to)

In the case of conflicting events, the Executive Board member will prioritize their respective event. If in the case a position is vacant, it is up to the discretion of the Executive Board to delegate that vacant role to any officer willing to take the position until it is filled. In the event that no officer can fulfill the vacancy, Vice Chairperson must assume the responsibility.

1. **Executive Officers** (in hierarchy)
  - a. **Chairperson**
    - i. Chairs the Executive Board and weekly general meetings
    - ii. Represents the organization at all school and community functions
    - iii. Organizes Executive Retreats with the Vice Chairperson
    - iv. Oversees the other Executive Board members in their duties and responsibilities
    - v. Mediates the problems and dysfunctions of the organization
    - vi. Coordinates the End-of-the-Year Banquet
  - b. **Vice Chairperson**
    - i. Presides in the absence of the Chairperson
    - ii. Assumes responsibility of vacant Executive Board member positions until filled
    - iii. Assists other Executive Board members with their duties
    - iv. Works alongside the Chairperson
    - v. Organizes Executive Retreats with Chairperson
    - vi. Coordinates the Filipino New Student Orientation with the Academic Coordinator
    - vii. Holds personal meetings with the Executive Board members at least once a semester

- viii. Oversees the other Executive Board members in their duties and responsibilities
- ix. Organizes morale events for the Executive Board
- x. Mediates the problems and dysfunctions within the organization
- xi. Conducts transition meeting between outgoing Executive Board and incoming Executive Board to increase cohesiveness and ensure alignment with the Katipunan Clause

**c. Treasurer**

- i. Issues checks
- ii. Responsible for all aspects of A.S. Budget, A.S. Bank Account, and General Bank Account
- iii. Maintains accurate bookkeeping
- iv. Holds all receipts
- v. Responsible for all reimbursements
- vi. Maintain funding directory of sponsors and businesses
- vii. Must attend Mandatory A.S. Banking Training before the beginning of academic year
- viii. Schedule & Lead the Annual A.S. Budget Presentation Andres Bonifacio Samahan

**d. Administrative Officer**

- i. Types out any necessary forms pertaining to the organization
- ii. Types agendas and minutes of Executive Board meetings to be available at next Executive Board meeting
- iii. Contacts Executive Board members for meetings
- iv. Makes room and table reservations
- v. Responsible for coordinating office hours and duties
- vi. Assists the Social Activities Coordinator with the Kasama mentorship program
- vii. Facilitates and files all evaluations for major events for future reference
- viii. Oversees that the outgoing Executive Board members are responsible for completing and turning in their officer reference binders by the end of their term
- ix. Responsible for coordinating the Transition with Administrative Officer elect
- x. Keeps records of meeting and event roster
- xi. Open to designating an Administrative Assistant with the following responsibilities:
  - 1. Provides a calendar of events
  - 2. Drafts sign up sheets for events
  - 3. Keeps an updated mailing list of members and alumni
  - 4. Maintains office, bulletin boards, file cabinet, and suggestion box
  - 5. Provides current information to general membership via media means
  - 6. Assists the Officer with any other duties

**2. Coordinators (in alphabetical order)**

**a. Community Affairs Coordinator**

- i. Liaison between the organization, the Filipino community, San Diego State University, and other academic institutions
- ii. Maintain database of networks of organizations within the Filipino Community Intercollegiate Liaison with other Filipino student organizations

- iii. Filipino Collegiate Collaborative Representative
- iv. Assists the Sports and Recreation Coordinator with the Filipino Collegiate Collaborative (FCC) Mixer
- v. Provides community service projects for members
- vi. Coordinates Filipino/Filipinx and Filipino American//Filipinx-American community based events focusing on social, political, and cultural issues with the respective coordinators
- vii. Co-Chairs the Andrés Bonifacio Leadership Emergence (ABLE) board meetings with Political Affairs Coordinator in accordance with ABLE bylaws
- viii. Acts as liaison, with Political Affairs Coordinator, between the Executive Board and ABLE members
- ix. For further duties and responsibilities in respect to ABLE refer to the ABLE bylaws

**b. Cooperative Cultural Affairs Coordinators (2)**

- i. Coordinates an event for Andrés Bonifacio's Birthday (November 30)
- ii. Coordinates activities for Filipino American History Month (October)
- iii. Creates awareness with members about Filipino/Filipinx and Filipino American//Filipinx-American culture and heritage through skits and other creative means at least bi-weekly
- iv. Supplements AB Samahan's Cultural Resources to the general body
- v. Coordinates recognition of other organizations and celebrations for Philippine Independence Day in June
- vi. Will work in conjunction to provide historical information and significance about cultural dances
- vii. Coordinates all aspects of Filipino-American Culture Night
  - 1. Will be the Executive Director and supervises the entire production
  - 2. Provides information about the historical and cultural entities as needed by the organization and the community
  - 3. Organizes media recording of the event
  - 4. Responsible for designating a board of directors to lead various disciplines/aspects of the production
- viii. Oversees a cultural auxiliary board

**c. Education Coordinator**

- i. Responsible for educating members of Andrés Bonifacio Samahan in all avenues, beyond academia, through the guidance of the Katipunan Clause and our revolutionary namesake
- ii. Chairs the High School Conference
- iii. Coordinates peer tutoring, scholarships, study hours, academic mentoring program, and academic resources
- iv. Represent or delegates representative to the High School Conference Task Force
- v. Coordinates the Filipino New Student Orientation with the Vice Chairperson
- vi. Organizes the Filipino Graduation Ceremony
- vii. Maintain a digital and/or physical collection of materials (i.e; books, documents, artifacts) relevant to AB Samahan and SDSU academia in the organizational office

- viii. Open to directing the Student Outreach and Academic Resource (SOAR) program in accordance with SOAR bylaws

d. **Funding Coordinator**

- i. Oversees all fundraising events (i.e. **Kasama Program** Thanksgiving, Pie Auction, etc.)
- ii. Organize various methods to secure possible funding for the organization in activities such as, but not limited to, restaurant fundraisers, on-camera audience tapings, etc.
- iii. Maintain funding directory of sponsors and businesses
- iv. Collaborates with Treasurer to maintain all finances
- v. Organize a funding committee each Fall and Spring semester

e. **Historian**

- i. Continually takes, collects, and distributes pictures for photo albums and other media means, i.e. event displays in the office, the website, etc.
- ii. Keeps scrapbook history of the organization to include new articles, programs, flyers, etc.
- iii. Responsible for collecting flyers and other information needed for the creation of AB Samahan's Annual Report
- iv. Responsible for recap media
- v. Coordinates Samahan Standouts
- vi. Co-chairs Media Team with Public Relations Coordinator & Webmaster

f. **Political Affairs Coordinator**

- i. Advocate for Filipino/Filipinx and Filipino-American/Filipinx-American based curriculums
- ii. Provides a biweekly report at general meetings in regard to current affairs in the community and the Philippines
- iii. Facilitates monthly discussions regarding Filipino/Filipinx and Filipino-American/Filipinx-American issues
- iv. Be involved in activities with the political aspect of the organizations, i.e. demonstrations, petitions, voter registrations, etc.
- v. Sits in on an A.S. Board/committee at least once a month per semester
- vi. Education and advocacy of non-Filipinx issues within the San Diego area, the nation, and internationally
- vii. In the absence of an AS Liaison, Political Affairs Coordinator would serve as a representative for the Student Diversity Commission
- viii. Co-Chairs the Andrés Bonifacio Leadership Emergence (ABLE) board meetings with Community Affairs Coordinator in accordance with ABLE bylaws
- ix. Acts as liaison, with Community Affairs Coordinator, between the Executive Board and ABLE members
- x. For further duties and responsibilities in respect to ABLE refer to the ABLE bylaws
- xi. Create and host an annual Political Event
- xii. **Be the representative of the organization to the Kabataan Alliance National Council**

g. **Public Relations Coordinator**

- i. Publicizes and informs media and community of all events through media means such as, but not limited to, press releases, newsletters, and brochures
  - ii. Oversees all PR activities and relays the info back to the organization
  - iii. Coordinates Member of the Month, Member of the Semester and Member of the Year Awards
  - iv. Open to designating a PR staff with the following duties:
    - 1. Responsible for networking and gathering information of events involving other organizations on campus, colleges, and the community and creating the newsletter
    - 2. Responsible for creating flyers, posters, and any art medium for the organization
    - 3. Assists the officer with any other duties
  - v. Co-chairs Media Team with Historian & Webmaster
- h. **Social Activities Coordinator**
  - i. Organizes social activities for the organization
  - ii. Coordinates social events with other organizations
  - iii. Coordinates the Kasama mentorship program in conjunction with a Reveal Night in Fall and Spring Semesters
  - iv. Helps to promote all officer events in respect to the social aspect of the organization
- i. **Sports & Recreation Coordinator**
  - i. Organizes inter-collegiate activities such as Pre-Friendship Games, Friendship Games, etc.
  - ii. Assists the Community Affairs Coordinator with the Filipino Collegiate Collaborative (FCC) Mixer
  - iii. Organizes all sports and recreational activities pertaining to the organization such as, but not limited to, Intramural Sports, etc.
  - iv. Oversees the Andrés Bonifacio Samahan dance auxiliary, Catalyst Dance Team, in accordance with Catalyst bylaws
- j. **Webmaster**
  - i. Responsible for maintaining the Andrés Bonifacio Samahan website
  - ii. Assists all officers with the organization's email addresses
  - iii. Records, files and retrieves all Andrés Bonifacio Samahan domain information and login credentials for all media platforms
  - iv. Shall assist the Administrative Officer with facilitating and filing all evaluations for major events for future reference
  - v. Shall assist the Public Relations Coordinator with maintaining the organization's social media activity
  - vi. Creates a minimum of two newsletters per month for the organization and community
  - vii. Co-chairs Media Team with Historian & Public Relations Coordinator

### **SECTION III: CHAIRPERSON DESIGNEES**

Chair Designees are recommended under the discretion of the Chairperson. The Chairperson can waive the right to keep the positions vacant until further notice. All Designees must maintain a 2.0 GPA and be

attending SDSU. Chairperson Designees have the power to vote and are required to attend meetings weekly. Chair Designee recommendations (not limited to):

- a. **Asian Pacific Islander Desi American (APIDA) Liaison**
  - i. Give weekly reports on APIDA business (i.e. APIDA Homecoming, Lunar New Year, and APIDA Grad, etc.)
  - ii. Sit in on APIDA meetings to represent AB Samahan and its interests
  - iii. Ensure the AB Samahan is in accordance with APIDA Member Organization requirements
  - iv. Create and/or participate in collaborative events with APIDA organizations and the APIDA Center
  
- b. **Associated Students (A.S.) Liaison**
  - i. Give biweekly reports of the happenings within Associated Students (i.e. University Council, campus Life Council, Board of Directors, A.S. General Elections, GreenFest, Homecoming, etc.)
  - ii. Must fill or find a designee to sit on any or all seats allocated by Associated Students
  - iii. In the absence of an AS Liaison, Political Affairs Coordinator would serve as a representative for the Student Diversity Commission.
  
- c. **Alumni Liaison**
  - i. Maintains and updates alumni directory
  - ii. Informs all alumni of all events through means of, but not limited to, phone banking, mail-outs, and e-mail
  - iii. Responsible for requesting donations from alumni
  - iv. Responsible for retaining alumni as speakers
  
- d. **New Student Representative (2)**
  - i. Liaison between the incoming freshman students, transfer students and the Executive Board
  - ii. Organizes activities for recruitment and retention
  - iii. Assist other officers in their duties
  - iv. Holds meetings regarding concerns of the organization's new members
  - v. Qualifications include:
    1. Current new SDSU student
  
- e. **Student Advisor**
  - i. Qualifications include:
    1. Must be a 4th year or above
      - a. If in the event no applicants fulfill this qualification, it is under the discretion of the Chairperson to appoint a 3rd year
    2. Has been an active AB Samahan member for at least two years
    3. Has held at least one officer position
  - ii. Duties include:
    1. Attends officer and general meetings weekly
    2. Advises Executive Board members as well as general members with any opinions and suggestions when in need, pertaining to the organization's

issues

#### **SECTION IV: FACULTY OR STAFF ADVISOR**

1. The organization shall appoint an individual employed as a faculty or staff member by San Diego State University to serve as the university advisor to this organization as required by the California State University. Auxiliary staff and student assistants are not eligible to serve as advisors. The advisor shall fulfill the responsibilities specified in the SDSU Student Organizations Handbook. Advisors shall serve on an academic year basis or until their successor has been selected.

#### **SECTION V: ASSISTANTS**

At the discretion of the Chair and Coordinator, one can have an assistant and create any necessary committees

1. All assistants must maintain a 2.0 GPA and be attending SDSU
2. All assistants can represent their coordinator when absent in an Executive Board meeting by having voting power if the Chairperson is notified within a reasonable amount of time before the Executive Board meeting

#### **ARTICLE V: MEETINGS**

It is mandatory of all Executive Board officers to attend general body and Executive Board meetings.

#### **SECTION I: GENERAL BODY MEETINGS**

1. Informing members of issues and events, if necessary, becoming a voting body under special circumstances with the use of Robert's Rules of Order

#### **SECTION II: EXECUTIVE BOARD MEETINGS**

1. All Executive Board members will be the voting body, and every Executive Board position must be recognized.
2. *Purpose:*
  - a. Addressing special issues, events, proposals, and preparing general meeting agendas
  - b. Observes and reviews all petitions for any voting process such as personal or financial matters, person or persons in review will be involved in the process but not in the vote.
  - c. All pertinent decisions made will be announced at the next general meeting
  - d. If the Chairperson is not available to run the Executive Board meeting, then the next highest position Executive Board member present shall become Facilitator.
  - e. Robert's Rules of Order will be applied during the Executive Board meeting. Any inappropriate conduct will cause for dismissal by the Chairperson or Facilitator.
  - f. Failure to notify the Chairperson or Administrative Officer of an absence will count as an unexcused absence. The approval of the absence is at the discretion of the Chairperson only.
  - g. A total of three (3) unexcused absences from the Executive Board will result in probation. Probation will include a meeting with the Chair and Vice Chairperson and a one (1) month loss of voting privileges. At the end of the one-month probationary period, the Executive Board will vote to either reinstate the Officer's voting privileges or vote to eject the officer from the Board.



- h. Failure to notify the Chairperson or Administrative Officer of a tardy will count as an unexcused tardy. Three (3) unexcused tardies will equal one (1) unexcused absence. The approval of the tardy is at the discretion of the Chairperson only.

### **SECTION III: SPECIAL MEETINGS**

1. Requires notification of all Executive Board members, and must consist of at least two officers and four coordinators or designees
2. *Purpose:*
  - a. Any issue(s) that must be decided upon at the certain time in best interest of the organization
  - b. All pertinent decisions made will be announced at the next general meeting
  - c. Robert's Rules of Order will be applied during special meetings
  - d. Highest positioned Executive Board member present will be Facilitator during the special meeting process

## **ARTICLE VI: ELECTIONS & NOMINATIONS**

### **SECTION I: ELIGIBILITY**

1. Executive Board members to be considered in any semester, running for any position
  - a. Must be an organization member for at least a semester
  - b. California State University policies require that to be eligible for office, candidates must be in good standing and regularly enrolled students at San Diego State University.
  - c. California State University policies require that the President and Treasurer maintain a minimum overall 2.0 grade point average each term and not be on probation of any kind. The President and Treasurer must be enrolled in at least six units (three units for graduate and credential students) each semester while holding office. Undergraduate students with over 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater, or graduate and credential students with over 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater, are ineligible to hold the office of President or Treasurer.
  - d. Must be running for only one position
  - e. Must submit application documents (i.e. campaign biographies and unofficial transcript) by stated deadline
  - f. Must attend one Executive Board meeting
  - g. Must attend Question and Answer Night
  - h. Give some form of election speech
  - i. Under the discretion of the current Executive Board, a non San Diego State Student (Associate member) may be eligible to run for an elected position if the individual(s) in question show extreme involvement and willingness to further enrich the Samahan ideals and Pillars. Exempting the following positions: Chairperson, Vice Chairperson, Treasurer, and Administrative Officer.

### **SECTION II: TERMS & CONDITIONS**

1. Executive Board shall be elected in May. The outgoing Chairperson shall announce and swear in the Chairperson elect. Subsequently, the Chairperson elect shall announce and swear in the Executive Board elect.

2. The Executive Board elect shall take office on July 1st. Outgoing Executive Board members have until June 30th to finish all remaining business as an Executive Board member.
3. A simple majority of votes cast shall be necessary to elect a person to any Executive Board position except that of the Chair Designees, as stated previously in the Constitution.
4. Should a vacancy occur in an Executive Board Position, the office shall be filled by appointment and approval of the Executive Board members, then by the organization. It is up to the discretion of the Executive Board to delegate that vacant role to any officer willing to take the position until it is filled. In the event that no officer can fulfill the vacancy, Vice Chairperson must assume the responsibility.
  - a. In the event that the potential candidate has not been nominated, a petition should be submitted with the signatures of at least ten AB Samahan members
5. Requirements for holding an Executive Board position must meet the qualifications and duties of each position under previously stated by-laws. If not met, consideration and review of impeachment will be processed.

### **SECTION III: VOTING PROCESS**

1. **Process-Secret Ballot**
  - a. Voting body shall vote in designated areas
  - b. Any candidate and/or person found campaigning in designated area (student organization space) will be reviewed by the current election committee to determine eligibility of candidacy
  - c. All discrepancies will be reviewed by the Elections Committee
2. **Eligibility to Vote**
  - a. Must be currently enrolled at San Diego State University or is an Associated member who fulfills being a current organization member
  - b. Voting body - list of membership approved by the Administrative Officer
  - c. Current organization member (must have attended 5 meetings and 3 events (5 events per academic year made in the case member is unable to attend meetings for a legitimate reason to be reviewed by elections committee))
  - d. Elections Committee is able to cast a vote contingent upon voting prior to general membership and vote is administered by the official advisor.

### **SECTION IV: ELECTIONS COMMITTEE**

1. Consisting of three (3) to five (5) current Executive Board members (according to hierarchy) not running in the current election
2. Approved by current Executive Board members
3. Appointed individual outside of the organization, approved by the Executive Board members will assist in the ballot counting process
4. Power thereof:
  - a. Counting ballots
  - b. Disqualify a fraudulent candidate on their basis/rules established; rules will be posted for all members and candidates during the election process
  - c. Can define special events during election period, which include nominations, question and answer night, and voting week
  - d. Nullify ineligible ballots

### **SECTION V: OFFICIAL WIN**

1. Simple majority of total cast votes (50% +1 vote)
2. If official win section, 1, does not occur, plurality would take precedent, with the stipulation of obtaining 10% or more of total voting body (i.e. 50 members voted total and there were three candidates: A=17, B=23, C=10 votes. Candidate B would be the elected person because they received 10% or five votes more than the next candidate)
3. In the event that sections 1 and 2 do not occur, a special “closed session” will be held to decide the winner. The participants in this section will be made up of Executive Board members in the current administration (including designees) and newly elected Executive Board members and shall declare the winner (excluding officers elect in question)
4. The outgoing Chairperson will act as the Facilitator of this and will not cast a vote, unless it is to break a tie

**ARTICLE VII: IMPEACHMENT PROCESS**

1. If a signed petition of impeachment is submitted with the support of ¼ of the organization’s current membership, then the Executive Board member in question will be given the opportunity to submit a formal statement to be considered and reviewed by the current Executive Officers
2. The Executive Board member in question will not be in attendance at that meeting

**ARTICLE VIII: AMENDMENT PROCESS**

1. **Membership:** If a member would like to propose an amendment to the constitution, they need to adhere to the following process
  - a. The Constitution will be revisited at least every two years
  - b. Proposed amendments will be reviewed by the Executive Board members at the Executive Board meeting, and passed by the voting body with a 2/3 vote at the next scheduled general meeting
  - c. If passed, it will be effective immediately and documented by the Administrative Officer
  - d. Revised Constitution will be turned in promptly to the Office of Student Life and Leadership
  - e. Revised Constitution, if revised at all, must be presented to the General Body Members the following general body meeting after changes are finalized

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***This organization is a recognized student organization at San Diego State University and adheres to all campus policies as set forth in the SDSU Student Organization Handbook.***

Current Chairperson’s Signature	Date	Current Chairperson	Date
Current Faculty Advisor’s Signature	Date	Current Faculty Advisor	Date

***These bylaws were adopted on 02 June 2014 and most recently revised on 21 April 2023.***