

ANDRÉS BONIFACIO SAMAHAN

Handbook for Executive Board Guidelines, Resources, and Repository for Standard Operating Procedures

Prepared By: [List all authors who contributed to the document]

Effective Date: [Day, Month, Year]

Approved By: [List all Executive Board Members, by full name, who voted to approve the document]

Purpose:

The purpose of this document is to establish consistent and controlled procedures for the administration and coordination of the San Diego State University (SDSU) Registered Student Organization (RSO) *Andrés Bonifacio (AB) Samahan*.

The executive board of AB Samahan and all affiliated leadership shall abide by the most updated Constitution (SDSU RSO Bylaws) as approved by the *SDSU Division of Student Affairs and Campus Diversity and Department of Student Life and Leadership*. Subsequently, the leadership of AB Samahan shall abide by the *SDSU Student Organization Code of Conduct* and adhere to all campus policies including those set forth in the *SDSU Student Organization Handbook*.

As outlined in Article II: Purpose - The Katipunan Clause of the Constitution, “*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.*” As such all policies and procedures outlined in this document will be conducted in accordance with the Katipunan Clause.

Scope:

The guidelines and procedures outlined in this handbook shall apply to **all** leadership of AB Samahan.

Leadership shall be **defined** as:

1. All current executive board officers as outlined in the Constitution
2. All positions appointed to any auxiliary boards coordinated and directed by executive board officers
3. All positions appointed by executive board officers to any ad hoc committees to aid in organizational activities and event planning
4. All representatives appointed by executive board officers to sit on relevant external organization meetings
5. All assistants appointed by executive board officers to support the officer(s) in fulfilling their Constitutional responsibilities

The guidelines and procedures outlined in this handbook shall take effect **once approved by the current executive board officers**. Conditions for approval are met once a **supermajority** of current executive board officers vote to approve the document. Should supermajority not be met, **no events shall be coordinated by the executive board until approval is met**. Only executive board officers and executive assistants with voting privileges may vote to approve the handbook.

At a minimum the handbook must be updated and approved each semester by the executive board. All versions of the handbook shall become obsolete and require approval on the 1st of July and 1st of January. This is done to ensure the handbook does not become obsolete between incoming and outgoing executive boards. Following any and all changes to the executive board, the handbook must be voted on and approved by the current executive board officers within a 2 week period of the changes. Without subsequent approval, no events shall be coordinated by the executive board until approval is met. The handbook can be updated at any given time with approval by the executive board. This is done to provide opportunities to ensure the handbook best serves the current needs of AB Samahan's leadership.

The approved handbook shall be made available to all general body members and the public by means of, but not limited to: social media posts, newsletters, website, and physical copies (if requested).

Responsibilities:

This handbook shall be reviewed and drafted by the Chairperson, with support from the Top 5, as recognized for Associated Students purposes: Vice Chairperson Internal, Vice Chairperson External, Treasurer, and Administrative Officer. It is the Top 5 officers' responsibility to update the handbook with any relevant information and edit the Standard Operating Procedures (SOP) to fit current processes and requirements.

It is the responsibility of the current executive board officers to review the draft proposed by the Chairperson and approve the handbook for use. Any AB Samahan leadership may propose revisions to be voted on and approved.

It is the responsibility of all officers to ensure the handbook upholds the Katipunan Clause and is in compliance with SDSU RSO guidelines. If the handbook is found to be non-compliant with the above stated conditions, it is the responsibility of the Chairperson and Vice Chairperson Internal to review the handbook and revise the handbook for reapproval.

Table of Contents:

1. Executive Board Guidelines	4
2. Executive Board Resources	5
<i>a. Definitions</i>	5
i. Frequently Used Terms in AB Samahan	5
<i>b. Constitution (Revised as of_____)</i>	7
<i>c. Templates</i>	8
3. Standard Operating Procedures Repository	13
<i>a. Registered Student Organization Application</i>	14
<i>b.</i>	14
<i>c. Executive Board Meetings</i>	15
<i>d. General Body Meetings</i>	15
<i>e. Appointment of Leadership</i>	15
<i>f. Event Planning</i>	15
<i>g. Zero Tolerance Policy</i>	16
<i>h. Transitions</i>	16

1. Executive Board Guidelines

- a. Executive Board Guidelines shall be organized by the Vice Chairperson, or Student Advisors if appointed.
 - i. The purpose of Executive Board Guidelines is to establish the values, ideals, and overarching goals of the executive board and set a vision and direction for the board during their term.
 - ii. It is at the discretion of the Vice Chairperson, or Student Advisors, to compile items to be listed on the guidelines. It is recommended that input regarding values and visions for the year is received from executive officers.
 - iii. Example:
 1. AB Samahan Executive Board 2023-2024, est. 08/31/2023

Hiraya Board Community Guidelines

People First, Students Second, Members Third

There is more to you than a title you hold. Our identities as e-board members should not limit us.

Remember Why We Are Here

Restore and Heal the Cycle

Strive for Inclusion

Hiraya Board Discussion Guidelines

Take Space, Make Space

Affirm a space that facilitates dialogue between all individuals and allows for the democratic sharing of ideas. Be brave and courageous in speaking your mind and hold every perspective with value.

Respect Others the Way You Want to Be Respected

Understand that respect is earned, not given. Look beyond personal attitudes to see individuals holistically and base your judgements.

AB Samahan's Executive Board 2023-2024, compiled by Eugene Ruelos and Maddie Delacruz.

2. Executive Board Resources

a. Definitions

i. Frequently Used Terms in AB Samahan

- **Andres Bonifacio:**
 -
- **Samahan:**
 -
- **Filipino American:**
 -
- **Katipunan:**
 -
- **Isang Bagsak:**
 -
- **Unity Clap:**
 -
- **Kasama:**
 -
- **Kuya/Ate/Ading:**
 -
- **Line/Fam:**
 -
- **SACD:**
 - Student Affairs and Campus Diversity
- **NSR:**
 - New Student Representative
- **COCO:**
 - Cooperative Cultural Affairs Coordinator
- **FACN:**
 - Filipino American Culture Night
- **HSC:**
 - High School Conference
- **FG:**
 - Friendship Games
- **APIDA:**
 - Asian Pacific Islander Desi-American
- **FCC:**
 - Filipino Collegiate Collaborative
- **COPAO:**
 - Council of Pilipino American Organizations
- **HOP:**
 - House of Philippines in Balboa Park, San Diego.
- **SDSU:**
 - San Diego State University
- **RSO:**
 - Registered Student Organization
- **SDC:**
 - Student Diversity Commission
- **AS:**
 - Associated Students
- **SACD:**
 - Refers to the department of Student Affairs and Campus Diversity
- **SLL:**
 - Refers to the department of Student Life & Leadership
- **EAS:**
 - Event Application System
- **CPF:**
 - Campus Program Funding
- **GBM:**
 - General Body Meeting
- **EBM:**
 - Executive Board Meeting
- **ABLE:**
 - Andrés Bonifacio Leadership Emergence
- **HATAW:**
 - Heritage, Arts, Theatre, and Writing
- **SOAR:**
 - Student Outreach and Academic Success
- **Catalyst:**
 -
- **Media Team:**
 -
- **FABS:**

- Funding AB Samahan

b. *Templates*

i. SOP Template

STANDARD OPERATING PROCEDURES (SOP)	
Process: [Category of SOP as listed under the Handbook Table of Contents]	[List here if general or specific to an event/action]
Created By: [Author(s) of SOP and any subsequent revisions]	Updated: [Date last updated]
Purpose & Scope: [Describe the purpose and scope of the SOP, general event details and scope, and list the different steps] “The purpose of this SOP is to establish a consistent and controlled set of procedures for _____ and provide clarity on existing procedures to ensure success. The purpose of the event is _____ and is aimed at _____. This SOP shall cover procedures for: _____.”	
[Procedure + Relevant Advice/Recommendations]	[Steps with Visual Guides]
[Ensuing Procedure(s) + Relevant Advice/Recommendations]	[Ensuing Steps with Visual Guides]

ii. RSO Bylaws Template

iii. AB Samahan Auxiliary Bylaws Template

iv. Executive Board Meeting Minutes Template

v. General Body Meeting Presentation Template

3. Standard Operating Procedures Repository

a. Registered Student Organization Application

STANDARD OPERATING PROCEDURES (SOP)	
Process: SDSU RSO Application	Responsibility of Top 5 & Faculty Advisor
Created By: Aiden Yoshikawa	Updated: 04/04/2025
Purpose & Scope: The purpose of this SOP is to establish a consistent and controlled set of procedures for completing the SDSU Registered Student Organization Application and provide clarity on existing procedures to ensure success. The purpose of this application is to ensure AB Samahan is an RSO under SDSU and can benefit from RSO status, important for EAS reservations, funding, and more. This SOP shall cover procedures for: RSO Application, ILAT Training, RSO3 Training, Bylaw (Constitution) Approval, AS Banking & Finances, AB Samahan Roster, Advisor Communication & Approval	

SDSU RSO Application	
RSO Symposium	
ILAT & RSO3 Training	
Approving RSO Bylaws	
AS Banking & Finances	
AB Samahan Roster	
Advisor Approval	

b.

- c. *Executive Board Meetings*
 - i. Robert's Rules of Order
 - 1. Facilitation of Executive Board Meetings
 - 2. Action Items
 - 3. Information Items
 - 4. Discussion
 - 5. Order of Ascension
 - ii. Google Drive Navigation
 - iii.
- d. *General Body Meetings*
 - i. GBM Roles
 - ii. Unity Clap
- e. *Appointment of Leadership*
 - i. Appointment of Leadership SOP
 - ii. Chairperson Designees
 - iii. AB Samahan Auxiliary Board Leadership
 - iv. AB Samahan External Representatives
 - v. AB Samahan Executive Assistants
- f. *Event Planning*
 - i. General Event Planning SOP
 - 1. Event Approval by Executive Board
 - 2. Event Planning Officer Responsibilities
 - a. External Collaborative Events
 - b. Internal Events
 - 3. Event Application System (EAS)
 - ii. Constitutionally Mandated Events (In order of appearance in the Constitution)
 - 1. Executive Retreats
 - 2. Banquet
 - 3. AS Banking Training
 - 4. Annual AS Budget Presentation
 - 5. Constitution Review
 - a. More efficient procedures
 - 6. Kasama Mentorship Program
 - 7. Filipino Collegiate Collaborative (FCC) Mixer
 - 8. FCC Preview Night
 - 9. Andrés Bonifacio's Birthday
 - 10. Philippine Independence Day
 - 11. Filipino-American Culture Night
 - 12. High School Conference

- 13. Filipino Graduation Ceremony
- 14. Friendship Games
- 15. Elections & Q&A Night
- iii. Recurring Events - Not Constitutionally Mandated (Alphabetic Order)
 - 1. APSA Night Market
 - 2. Cocoa with CoCos
 - 3. FCC Preview Night
 - 4. Pie Auction
 - 5.
- iv. Past Events
- g. *Zero Tolerance Policy*
- h. *Transitions*