

**CONSTITUTION AND BYLAWS OF THE
PURDUE FILIPINO ASSOCIATION
(As of August 10, 2023)**

Preamble:

We, the people of Purdue Filipino Association, are here to provide a multicultural, all-inclusive space through Filipino culture. Filipino culture promotes family, diversity, and inclusion, and the organization exists to help people explore their passions, culture, and history. Through this ideal, we also hope to cultivate leadership amongst individuals who join our Board to overall improve the quality of this organization.

Article I: IDENTIFICATION:

The name of this organization shall be the Purdue Filipino Association, hereafter referred to by its acronym, PFA.

Article II: MISSION STATEMENT:

To promote unity, friendship, and coalition among Filipinos, Filipino-Americans, and advocates for Filipino culture at Purdue University by providing its members the opportunity to immerse in Filipino and Asian American culture through social, philanthropic, and cultural events.

Article III: MEMBERSHIP:

Section I - Member Eligibility

1. Organization must have an active officer board.
2. Organization must have at least one Advisor that is full-time faculty, management, or professional staff at Purdue University – West Lafayette.
 - a. Advisors may not vote or hold office in the organization.
3. Must be a Purdue University student or alum.
4. The President of each organization must complete an election report and submit it online.
5. Must pay the membership dues.
6. Attends 2 out of 3 general meetings a semester OR one cultural, social, educational, philanthropic, elective, and/or collaborative event per month that semester.
 - a. Failure to meet these requirements disables one's eligibility to attend large MAFA events and the ability to vote in elections for the following year's Board in the Spring.
7. Accepts and chooses to uphold the terms and conditions presented here in the constitution.
8. Membership and participation are free from discrimination on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran.
9. All organizations regardless of race, color, or national origin are welcome to attend and participate in any of PFA's meetings, events, or activities.

Section II - Rights and Duties of Members

1. All members of PFA will have equal rights and privileges.
2. Each member will be entitled to vote on each matter and participate in the election process for the next year's officer board.
3. All members shall uphold the image and values of PFA.

Article IV: GENERAL MEMBER CONCERN

Section I - *Definition of the General Concern Form*

1. Any general member has the option of submitting a general concern form for any issues or comments that require the Executive Board's attention.
2. Before the Executive Board sees the concern, the President, Vice President Internal, Vice President External, and Senior Advisors will oversee the forms before forwarding to the Executive Board.
 - a. These positions have *full* discretion whether or not to continue certain concerns.

Section II - *If a General Concern Form Gets Denied/Appeal Process*

1. Any member's *General Concern Form* can be denied if the President, Vice President Internal, Vice President External, and Senior Advisors *all* agree that the form should not be processed to the Executive Board.
 - a. If denied, then the member's request *cannot* be appealed.
2. If the President, Vice President Internal, Vice President External, and Senior Advisors agree that the form *should* be processed to the Executive Board, the Executive Board must have a $\frac{3}{4}$ majority vote to agree with the concern.
 - a. If the Executive Board disagrees with the concern, then a five minute appeal can be done in the next 14 days.

Section III - *The Appeal Process*

1. If a concern is appealed, the member has the right to speak in front of the Executive Board for five minutes about their case.
2. They have 14 days to have this appeal. If they do not verbally say that they will appeal to an Executive Board member, then their appeal will be denied and the Executive Board will move forward.
3. The general member has the opportunity to fill out another *General Member Concern* form after a decision is made, and it must go through the same process as before.
 - a. If the general member's request is denied three times the case will be officially closed.

Article V: OFFICER BOARD

Section I - *The Officer Board shall consist of*

Executive Board:

1. President
2. Vice President Internal
3. Vice President External
4. Treasurer

5. Secretary
6. Media Manager
7. Event Coordinator
8. Culture Chair
9. Senior Advisor

Committee System:

1. Internal Affairs Committee
2. External Affairs Committee
3. Treasurer Committee
4. Secretary Committee
5. Media Committee
6. Event Committee
7. Culture Committee

Performance Board:

1. Philippine Culture Night (PCN) Director(s)
2. Performance Committee

Section II - Length of Term

1. A term of office is one academic year for the Executive Board and Performance Board, which starts and ends after the transition period.
 - a. The academic year dates from the beginning of the fall semester to the end of the spring semester.
 - b. The transition period dates from the last 3 weeks of the spring semester and will conclude when the incoming and outgoing Presidents determine the end of all transition duties.
2. A term of office for a committee member is one academic semester.

Section III - Duties of Executive Board Officers

1. President
 - a. Uphold the Constitution and bylaws of PFA.
 - b. Shall facilitate officer meetings, coordinator organization activities, and oversee the implementation of established goals.
 - c. Shall be responsible for the performance of other officers.
 - d. Deliver to their successor all documents and property belonging to their office.
 - e. Shall train the next President of PFA.
2. Vice President Internal
 - a. Uphold the Constitution and bylaws of PFA.
 - b. Shall assume the position of President in case of emergency or if the position is vacant.
 - c. Shall assist in officer meetings, coordinate organization activities, and oversee the implementation of established goals.
 - d. Shall investigate and mediate any disputes or issues between officers and members.

- e. Shall assume the responsibility of the Bahay-Bahayan (House) System
 - f. Shall assume the responsibilities of the AKA program
 - g. Shall organize and update the PFAMILY Ate/Kuya/Ading program for the semester.
 - h. Shall train their respective committee, Internal Affairs Committee, and the next Vice President Internal of PFA.
3. Vice President External
- a. Uphold the Constitution and bylaws of PFA.
 - b. Shall attend all Asian Student Union Board (ASUB) meetings or send the required amount of board members on their behalf to report back to the Officer Board
 - c. Shall be the PFA representative to the Midwest Association of Filipino Americans (MAFA).
 - d. Shall act as a liaison to other Filipino and Filipino American organizations in the Midwest.
 - e. Shall act as a liaison to other organizations at Purdue University
 - f. Shall maintain direct communication with the graduate student organizations at Purdue.
 - g. Shall maintain and facilitate relations with the Filipino Community of the Greater Lafayette.
 - h. Shall help in publicizing upcoming events to individuals in external organizations.
 - i. Shall serve as the third point of contact for any general member concerns.
 - i. See General Member Concern Form
 - j. Shall train their respective committee, External Affairs Committee and or the next Vice President External of PFA.
4. Cultural Chair
- a. Shall oversee and ensure that Filipino and Filipino American themes or topics are the main focus of events.
 - b. Shall keep general members updated on the issues of Filipino and Filipino Americans.
 - c. Shall collaborate with other board members to ensure and enforce the cultural aspects, directions, and education of the organization at every event and overall.
 - d. Shall work alongside the PCN Director in the preparation and organization of the annual Philippine Culture Night.
 - e. Shall organize and present a timely, educational, and engaging cultural presentation for general meetings.
 - f. Shall regularly update and create or provide cultural resources for members to access.
 - g. Shall train their respective committee, Cultural Committee, and the next Cultural Chair of PFA.
5. Treasurer
- a. Shall be the principal accounting and financial officer of the organization.
 - b. Shall be responsible for recording all expenditures and income.
 - c. Shall collect all fines, assessments and debt owed to PFA.

- d. Shall coordinate and implement fundraising projects.
 - e. Shall lead and facilitate filling out grants for further funding
 - f. Shall facilitate keeping inventory of PFA's belongings.
 - g. Shall render a year-end financial report.
 - h. Shall keep accounts, deposit the organization's funds, and make expenditures in a manner approved by the Business Office for Student Organizations (BOSO).
 - i. Shall assist in keeping track of funds for PCN
 - j. Shall train their respective committee, Treasurer Committee, and the next Treasurer of PFA.
6. Secretary
- a. Shall take attendance, records, and distribute the minutes of the officer meetings.
 - b. Shall maintain a current directory of PFA's organization and their contact information.
 - c. Shall use attendance and records to maintain a list of active members within the organization.
 - d. Shall maintain the official PFA website.
 - e. Keep PFA digital and physical records organized.
 - f. Shall be responsible for keeping records of events through digital media (i.e. photos and videos in a digital album).
 - g. Shall work closely with the Media Manager for writing, designing, and sending the newsletter in a timely manner.
 - h. Shall work closely with the Media Manager for managing the production of Merchandise.
 - i. Shall train their respective committee, Secretary Committee, and the next incoming Secretary of PFA.
7. Media Manager
- a. Shall be responsible for creating graphic designs promoting events, informational posts, and communicating any other relevant information through graphical posts on social media
 - b. Shall be responsible for maintaining Social Media Platforms (Instagram, Youtube, etc.)
 - c. Shall help in publicizing upcoming events to individuals both members and non-members of the organization
 - d. Shall maintain the LinkTree with relevant, updated links and information.
 - e. Shall be responsible for keeping records of events through digital media (i.e. photos and videos in a digital album).
 - f. Shall work closely with the Secretary for writing, designing, and sending the newsletter in a timely manner.
 - g. Shall work closely with the Secretary for managing the production of Merchandise.
 - h. Shall train their respective committee, Media Committee, and the next incoming Media Manager of PFA.

8. Event Coordinator

- a. Shall coordinate and organize intercollegiate philanthropic, athletic, and other intercollegiate activities.
- b. Shall coordinate and organize professional and social events for PFA and create event pages for them.
- c. Shall stay updated on philanthropic opportunities.
- d. Shall keep the calendar of events updated.
- e. Shall help in publicizing upcoming events to individuals in the organization.
- f. Shall train their respective committee, Event Committee, and next Event Coordinator of PFA.

9. Senior Advisor

- a. Shall serve as the principal advisor for the current Officer Board.
- b. Shall serve as the “second opinion” and provide guidance and support for both executive and junior boards.

Section IV - Performance Board

10. Philippine Culture Night (PCN) Director

- a. Shall be the main head of the annual Philippine Culture Night.
- b. Shall be responsible for the preparation and organization of the annual Philippine Culture Night.
- c. Shall train and advise the Performance Committee
- d. May train and advise any individuals interested in being next the PCN Director(s).
- e. Shall uphold the responsibility of Performance Board involvement in all performances put on by PFA.
- f. Shall collaborate with the performance director in managing PFA’s performance team.

11. Performance Committee

- a. Shall shadow and assist the PCN director(s).
- b. Shall work with other board members to implement performing arts opportunities into events within and outside the organization.
- c. The following responsibilities are unique to Performance Committee members but must be collaborated or communicated with PCN Directors:
 - i. Shall seek out various performance opportunities for PFA.
 - ii. Shall direct, organize, and lead performances outside of PCN.
 - iii. Shall prepare workshops and/or education on cultural performances prior to or coinciding with PCN alongside the PCN Director(s) and Cultural Chair.
 - iv. Shall keep track of and act as a liaison for individuals of any skill level interested in performing on behalf of PFA.

Article VI: House/Bahay Bahayan (BB) System and Ate-Kuya-Ading (AKA) Program

Section I - Bahay Bahayan House Placements

1. Each new member will be placed in a House by the board as a whole led by the VPI and the Internal Affairs committee with the best interests and request of the incoming adings.

2. The VPI and President have final say in the House placements if there is a **dispute about a placement**.
3. Any desire to move Houses must be reported to the VPI and will be handled on a case-by-case basis. See Article VI, Section III for full details.

Section II - Making AKA Pairings

1. Pairing shall be made after House Reveal by the VPI and Internal Affairs Committee with the board based on Ate/Kuya/Ading request, where the Ading Request is the priority.
 - a. Potential Ate/Kuya must be a member of PFA for at least 1 academic semester and of sophomore standing or higher prior to taking on this responsibility.
 - b. Potential Ate/Kuya must be a member of the same house as the ading.
 - c. Potential Adings must be an active member by paying dues and have attended at least three events hosted by the organization
2. No Ate/Kuya shall have any more than five adings.

Section III - Establishing Manang/Manong (MM) Pairings

1. Pairings shall be made official after House Reveal.
2. Pairings are agreed upon by the respective ading and manang/manong on their own volition and are to be communicated to the VPI before MM Reveal.
 - a. Potential M/M must be a member of PFA for at least 1 academic semester prior to taking on this responsibility.
 - b. Potential M/M must be in a separate house from the ading.
 - c. Potential Adings must be an active member by paying dues and have attended at least three events hosted by the organization

Section IV - Family Relations

1. The VPI shall maintain, facilitate, and foster BB Relations. .
2. If a member wants to leave their House, they must request permission from the VPI. The board will review the request and either grant or deny the request.
 - a. The VPI and President shall have the final decision.
3. A “house head” of the current year will select a “house head” in concordance with the executive board for the following school year to act as a casual liaison between the VPI and their respective family for the academic year.
 - a. House heads are to be overseen and communicated to by the VPI and Executive Board, with needs from each head defined as necessary.
 - b. Any change in assignment of a house head throughout the academic year is to be communicated to the VPI or President prior to finalization.
 - c. Responsibilities of a house head includes communication with new members, planning at least one open house event, and the creation of some sort of house-wide method of communication (ie: groupchat)
4. Moving Houses
 - a. The VPI and Executive Board must mediate and approve moving Houses, whether natural or requested.

- i. Moving Houses naturally is considered by the VPI and President when a House has a large number of members in comparison to other Houses.
- ii. Requests to move Houses will be handled on a case-by-case basis after being presented to the VPI.
 1. Requests must be made during the summer before the academic calendar starts.
 2. VPI must present the request to the rest of the board to be discussed.
- iii. If there is any dispute, the VPI and President have final say.

Section V - Point System

1. The point system shall be implemented, advocated for, and utilized as motivation for participation in the BB and AKA program and encouragement for pairings to interact overall.
 - a. The point system, in its simplest form, shall be structured as challenges for pairings and/or families to complete for x number of points.
 - i. These points will accumulate until a date in which the VPI and Executive Board decide to announce the “winning” family of the academic year.
 - ii. The point system may be used as preparatory points and excitement for an event such as “olympics” or a “field day” near the end of the academic year, where families may gain more points to “win”.
2. The VPI shall design, regulate, adjust, and maintain the point system upon majority approval from the rest of board

Article VII: ELECTION PROCESS

Section I - Eligibility

1. Candidates for President, Vice President Internal, Vice President External, Treasurer, Secretary, Media Manager, Event Coordinator, and Culture Chair (Executive Board):
 - a. Must be a member for at least two semesters.
 - b. Must have served as a Committee officer for at least one semester or have six active semesters in PFA as a general member.
 - c. Must be at least Sophomore standing upon the start of the new term.
 - d. Must be an active member of PFA.
2. Candidates for PCN Director and Performance Director (Performance Board):
 - a. PCN Director(s)
 - i. Must be a member for at least two semesters.
 - ii. Must have participated in at least one PCN.
 - iii. Must have served one year on the Executive Board OR two semesters in total on board committees or committee heads.
 1. One semester on board committees and one semester as PCN committee head
 2. Two semesters on board committees with significant roles in PCN
 3. Two semesters as PCN Committee Heads
 - b. Performance Committee

- i. Must be a member for at least one semester.
 - ii. General experience with leadership, performance, planning, and/or performing arts is preferred, but not required.
3. Candidates for Committee Members:
 - a. Must be a member for at least one semester.
 - b. Must be an active member of PFA.
4. Candidates of Advisor:
 - a. Must be chosen by the incoming and incumbent executive board.
 - b. Must have at least 1 year of experience on the Executive Board or two semesters of being a Committee member.
 - c. Must be an active member or alumnus of PFA.
5. Grandfather Clause
 - a. Any changes to candidacy eligibility will go into effect the year following the ratification of the updated constitution.
 - i. Previous classes will not be affected by the new rules and will have to refer to previous constitutions on Boilerlink to find those rules.
 - ii. Any concerns or questions with the eligibility can be initiated with the General Concern Form.

Section II - Overall Election Period

1. Elections for the Incoming Executive Board:
 - a. Shall begin three to four weeks before the end of the Spring semester.
 - b. Campaigning process shall begin 1.5 to 2 weeks before the voting date, and campaigning/voting methods shall be decided upon by the current President.
2. Elections for the Incoming Committees
 - a. Shall be held two or three weeks before the end of the Fall semester.
 - b. Shall be held after executive board elections but not any later than two weeks after the Spring semester

Section III - Election Process: Voting Day

1. Quorum
 - a. This is the number of people needed to be present in order for elections to take place: 70% of active members.
 - b. Shall consist of PFA members and other individuals interested in being a part of PFA.
2. Facilitator
 - a. The current President of PFA will appoint facilitator(s) from the current Executive Board for the Election Process. They may appoint themselves as Primary Facilitator and/or multiple facilitators as they see fit.
 - i. The facilitators must not be candidates for the corresponding year's election.
 1. If the President is running for another position that year, they must appoint another Primary Facilitator who meets these qualifications
 - b. All facilitators will have the privilege of:
 - i. Voting.

- ii. Questioning candidates during the interview portion.
 - iii. Contributing comments during the open discussion portion.
 - c. Facilitator shall be responsible for maintaining a consistent time restriction for each Candidate, and their following question and discussion portions.
- 3. Procedure for Executive Board & PCN Directors
 - a. 70% of active members must be in attendance, and only then can the facilitator, voters, and candidates assume their positions.
 - b. All platforms will then be provided for all the candidates.
 - c. Election speeches will proceed in the following order, wherein all candidates running for x position as their first choice will present before moving onto candidates running for y position (ie. All Presidential candidates/individuals running for President as their first choice, will present and be discussed before moving on to those running for VPI.):
 - i. President
 - ii. Vice President Internal
 - iii. Vice President External
 - iv. Cultural Chair
 - v. Treasurer
 - vi. Secretary
 - vii. Media Manager
 - viii. Event Coordinator
 - ix. PCN Director(s)
 - d. Speech, Interview, and Discussion
 - i. Candidates will have a maximum of *5 minutes* to recap their previous campaigning points and final thoughts on why they should be elected.
 - 1. Candidates do not have to use the full 5 minutes (*7 minutes* for President speech) if they believe that their campaigning and speech are already adequate.
 - 2. If multiple people are running together for a single position, they will be allowed an additional 2 minutes per person running.
 - 3. One facilitator will tell when time is up and the Primary Facilitator will decide to cut off the speech or provide the candidate with the opportunity for a closing comment.
 - 4. Any adjustments to the time allotted to speak, such as a case wherein individuals are running for a single position together, shall be decided upon by the current President.
 - ii. Candidates will undergo a 5 minute interview process by the members and current Board through a provided “Elections Anonymous Form”
 - 1. Members or Current Board Questions should be submitted to the form before or during the Candidates Interview Portion.

2. Spectators may be allowed to enter anonymous questions to a form that the Facilitator will moderate and ask the Candidate those questions in allotted time of 5 minutes.
 3. Voters should only ask questions relevant to the position the candidate is running for, the board reserves the right to deny any question if it does not pertain to the position.
 4. The Facilitator will notify the current speaker when their allotted time has run out and the facilitator will decide whether to allow the candidate to finish answering the last question asked by the voters.
- iii. After all candidates running for one position (ie. 3 individuals running against each other for Presidency) have presented, all candidates for that position will then leave the room for an open discussion about the candidates running for the respective position being discussed.
 1. The time allotted (5 minutes), direction, and maintenance of the discussion will be led and managed by the President and current Executive Board.
- e. The Vote
- i. Voting privileges will only be given to active members, as defined in Article 3, Section 1. For the Election Process, Facilitators are responsible for vetting active member status both in-person or virtually.
 - ii. Every general member and member of the Board present will have only one vote per position. **Members must be present either in-person or virtually to have their vote counted.**
 1. A virtual option will be provided to general members for elections via Zoom or other digital meeting platform.
 - iii. If multiple people are running *together* for a single position, by unanimous vote of present voters, Co-Candidates can be split and will be allowed to re-campaign as individual candidates. (*Article 7, Section. 3, Category 3d will apply accordingly.*)
 - iv. Voters and facilitators have the right to vote:
 1. YES, I want this candidate to serve on the PFA Board for that position.
 2. NO, I do not want this candidate to serve on the PFA Board for that position
 3. Abstain, I cannot decide and would rather not vote.
- f. The Tally
- i. Votes will be collected electronically through either Qualtrix or Google Forms.
 - ii. The number of votes tallied for each candidate must be kept confidential by all facilitators.
 - iii. The candidate with the majority of YES votes will be elected.

- iv. If there is a simple majority of Abstaining votes for elections with multiple candidates, neither candidate will be elected to the position. A 5 minute discussion and revote will then be conducted without an abstain option.
 - v. If a candidate is running unopposed...
 - 1. For a candidate to be elected the total votes must be simple majority YES.
 - 2. If the total votes have a simple majority of Abstains, then the candidate will be denied.
 - a. To conduct runoff elections for these positions, Article 7, Section 4, Category 5b will be applied accordingly.
4. Procedure for Committee Interviews
- a. Over 70% of Executive Board members should be present.
 - b. The application deadline must be announced at least a month prior to the interview date
 - c. Interview Procedure
 - i. Executive board members will interview the applicants for 7 minutes. An additional 1 minute will be allotted for each extra position the candidate is applying to.
 - 1. The Executive Board officer and previous committee member(s) respective to the position being run for will ask 1-2 questions each prior to allowing the rest of the board to pose any questions.
 - ii. The President will be the main time keeper to maintain a fair and efficient interview process.
 - iii. The Secretary will be the main note keeper to maintain a fair and efficient interview process
 - iv. After all candidates have been interviewed, the Executive Board and current Committee members shall discuss, select, and finalize the next Committee members together in the best interests of the success of the position and the organization overall.

Section IV - Removal/Suspension of a Board Member and Procedure for Vacant Positions

- 1. Removal of a Board Member
 - a. Any member of Purdue Filipino Association may formally request the removal of any board member.
 - b. The formal request must be communicated to any of the Executive Board members of the current year. To process the request, the member must fill out our *General Concern Form* on our website.
- 2. The Debriefing Process
 - a. To begin the debriefing process, that *General Concern Form* will be read by the President, VPI, VPE, and Senior Advisors.
 - b. Once the situation has been assessed, this committee will decide whether the situation will or will not be addressed.

- c. If the committee agrees to further assess the situation, then this matter will be brought to all of the Executive Board. If three Executive Board members approve of proceeding to a trial, then both parties will be notified that the trial will proceed.
3. The Trial Process
 - a. In the trial, an Evidence Form will be provided to both parties which they must fill out in order for the trial to proceed.
 - i. If the member does not fill out the Evidence Form by a given date, then the trial will not proceed and the Board member will keep their position.
 - ii. If the Executive Board member does not fill out the Evidence Form by a given date, then the trial will not proceed and the Executive Board member will be removed from their position immediately.
 - b. Once filled out, both parties will receive questions from the Executive Board about their evidence.
 - c. After the question period, the Executive Board will proceed with a discussion period that either party cannot be involved with.
 - d. After the discussion period, the Executive Board will proceed with a Voting period.
4. The Vote for Removal/Suspension
 - a. If more than $\frac{3}{4}$ of the Executive Board votes YES to the removal of the board member in question, aforementioned board member will step down from his or her position leaving that position vacant and subject to the procedure of replacement of a board member
 - b. On a case-by-case basis, if the $\frac{3}{4}$ vote is not met, then the Executive Board members have full discretion with any further action (i.e. suspension, no further action, etc.).
5. Procedure for Vacant Positions
 - a. If a position is VACANT for any reason, the duties of that position will be split among the remaining board members until the end of the academic year or until a replacement is found for the vacant position.
 - b. Replacement of a Vacant Position
 - i. The Executive Board must find willing individuals to accept the position and all of the responsibilities for the remainder of the academic year.
 - ii. $\frac{3}{4}$ of the Executive board must vote YES to the individual(s) to officially elect that individual(s) into the Purdue Filipino Association.

Article VIII: Title IX Sexual Assault, Sexual Harassment, Hazing, Member Misconduct, and Major Disputes

Section I - Official Stance on Sexual Assault and Sexual Harassment

1. PFA will not tolerate or condone any form of sexually abusive behavior on the part of its members, whether physical, mental, or emotional. This is to include any actions that are demeaning to an individual, ranging from assault to harassment or the objectification of individuals.

2. PFA will educate its members on these issues each year as part of its review of all Risk Management Policies through discussions, mid-meeting presentations, roundtables, or anything of the likes.
3. When assuming their roles, Committee and Executive Board members understand that their actions as an authority figure should prioritize/validate the victim's perspective/story. They also understand that their positions do not protect themselves from any sorts of scrutiny from our general members and that they are a reflection of the organization.

Section II - Hazing, Member Misconduct, and Major Disputes

1. PFA will not sponsor or participate in any activity, including competitive games, community service, or philanthropic endeavors, activities associated with recruitment, social events, or events that are abusive or demeaning to any individual.
2. PFA will not tolerate any mistreatment or dispute that is physically, mentally, and/or emotionally damaging, stressful, or traumatizing to any individual.
3. The President and Vice President Internal are to decide the level of severity and actions to be taken to resolve any respective disputes, case-by-case.

Section III - Zero Tolerance policy

1. The Zero Tolerance policy: PFA board reserves the right to remove any general member, Committee member, or Executive Board member from the active roster and bar him/her from attending any PFA hosted events on the basis of ANY sexual misconduct, harassment, or hazing, towards another member.
 - a. Sexual misconduct is defined as follows: Sexual Assault, Sexual Harassment, Stalking, and Sexual Discrimination
 - b. The Executive board will assess each situation case by case.

Section IV- Removal of a General Member

- c. Individuals removed from the organization shall not attend any PFA-sanctioned events both on and off-campus nor any events sanctioned by the Midwest Association of Filipino Americans (MAFA).
 - i. Any adjustments to this policy will be decided upon by the President, Vice Presidents, and Senior Advisors.
- d. Removal of Member Process
 - i. If a general member is deemed or requested to be removed from the organization due to violation of Article VII: Section I, II, or III, the procedure shall go as follows:
 1. An emergency meeting between the President, Vice Presidents, Senior Advisors, and any general member(s) affected must be scheduled as soon as possible and as soon after the violation as possible.
 - a. The individual(s) negatively affected and the respective Board members shall discuss and decide upon the level of severity of the situation, and thus, what must be done to move forward in respect to the comfort, peace, and safety of all of PFA's members as soon as possible.

2. The individual to be removed will be contacted by the President, to discuss and inform their immediate removal from PFA.
- e. Confidentiality Policy
- i. Unless otherwise specified by the individual(s) affected by any violation of Article VII: Section I, II, or III, all and any information regarding the violation must be kept confidential and only communicated between the President, Vice Presidents, Senior Advisors, and those involved.
 1. The remaining Executive Board members and Junior Board shall not be notified of the entirety of the details of reasoning for the removal unless otherwise given permission by those affected.
 - ii. **Requests for privacy by victims of any sexual assault, hazing, or harassment are to be upheld by all Executive and Committee members or otherwise those involved.**
 - iii. The victim has the right to submit the banned member's name and reason of ban to a *Banned Member's List* that can only be seen by the Executive Board.
 1. The victim's name will not be attached to this document due to privacy reasons.

Section V: Preventative Measures

1. The Zero Tolerance policy will be stated clearly at the beginning of the semester.
2. Educational opportunities or awareness of any form will be made by board to be presented to the general body to become better aware of PFA's stances on sexual assault, harassment, misconduct, and hazing.
3. Board must create presentations and hold meetings emphasizing the Zero Tolerance Policy, educating their members on Title IX as a whole, and consent for large external events.
 - a. All external events require to at least have a presentation.
 - b. In person meetings are required prior to FACT and PCN.
 - c. The discretion to hold other required online or in person meetings for other external events (i.e. Barrio, IU FCN, Battle of the Bamboo, Island Cup, and other on campus or off campus external events) is left to the President, VPI, and VPE.

Article IX: AMENDMENTS

Section I - Amendment Process

1. Any member of the Executive Board may propose an amendment to the Constitution at any of the Executive Board meetings.
2. Each summer the Executive Board must look at the Constitution and note any changes that need to be made.
 - a. Any changes proposed during the school year will follow a similar process.
3. Any amendments to the Constitution must be approved by $\frac{3}{4}$ of the Executive Board.
4. Once approved by the Executive Board, the amendments will go through one week of general member opinion.

- a. The Executive Board has full discretion on implementing any suggestions made by the general members.

Section II - *Amendment Approval*

1. All amendments to the Constitution and Bylaws are subject to the approval of the Office of Student Activities and Organizations.
2. Amendments MAY NOT take effect until after they have been approved.
 - a. The most updated version of our Constitution will be posted on our *BoilerLink*.

Date of Adoption: 8/10/2023

DocuSigned by:

Prudence Regacho

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President's signature

DocuSigned by:

Andros Mikhael C Perez

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Advisor's signature

8/15/2023

Date of Recognition:

DocuSigned by:

Mike Miffin

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Office of Student Activities and Organizations