

**THE FILIPINO ASSOCIATION OF STEVENS TECH  
(FAST)  
CONSTITUTION**

Revised March 21, 2015

# THE CONSTITUTION OF THE FILIPINO ASSOCIATION OF STEVENS TECH

## PREAMBLE

We the undersigned Ethnic Organization do hereby formally recognize the formation of the Filipino Association of Stevens Institute of Technology. By establishing such an organization we agree to create and abide by the provisions of the following constitution.

## ARTICLE I – Name

The name of this organization shall be the Filipino Association of Stevens Institute of Technology, hereafter referred to as FAST.

## ARTICLE II – Objectives

The objectives of FAST are:

- 1.) To promote an awareness, understanding and appreciation of Filipino culture through a diverse range of social activities.
- 2.) To attempt to meet the needs of the Filipino students at Stevens Institute of Technology.
- 3.) To stimulate among the students an awareness of political, economical, and social issues affecting Filipinos.
- 4.) To help students develop sound leadership and establish good relations amongst ourselves and amongst the Stevens Community.
- 5.) To meet the overall needs of the Ethnic Student Council (ESC)
- 6.) To establish networking with Filipino student groups outside of Stevens campus, for example the Filipino Intercollegiate Networking Dialogue

## ARTICLE III – Membership

Any person who is an undergraduate student of Stevens Institute of Technology may be a member of FAST. Graduate students may also be a member, provided that they have paid their student activity fee.

## ARTICLE IV – Duties and Rights of Members

The active members are entitled to:

- 1.) Be informed of all FAST activities.
- 2.) Receive a copy of and adhere to the FAST Constitution.
- 3.) Vote “or abstain” on all proposals.
- 4.) Be eligible to be a candidate for office.

The non-active members are entitled to:

- 1.) Be informed of all FAST activities.
- 2.) Receive a copy of and adhere to the FAST Constitution.

Members will be classified as:

- 1.) Active – attends 60% of meetings and events and contributes time and effort during FAST activities.
- 2.) Non-Active – does not attend the majority of meetings and does not contribute time and effort during different FAST activities.

#### ARTICLE V – Officers and Representatives

FAST shall be led by the following Executive Officers (Eboard):

- 1.) President
- 2.) Vice-President
- 3.) Treasurer
- 4.) Secretary
- 5.) Social Chair
- 6.) ESC Representative
- 7.) External Public Relations Chair

In order to run for an Eboard position the candidate must be an active member of the organization for the current academic year.

Furthermore, FAST will employ Minor Board officers to facilitate the needs of the group. In order to run for a Minor Board position the candidate must be a member of FAST.

- 1.) ESC Freshman Representative
- 2.) Freshman External Public Relations Chair
- 3.) Web Chair
- 4.) Historian
- 5.) Internal Public Relations Chair
- 6.) Cultural Chair
- 7.) Alumni Chair
- 8.) Recruitment Chair
- 9.) Performance Director
- 10.) Assistant Performance Director
- 11.) RSO Representative

## ARTICLE VI – Power and Duties of Officers and Representatives

### SECTION I – Responsibilities

#### 1.) President:

- a) To preside over the formal meetings of the club.
- b) To carry out all proposals of FAST, by action or by direct delegation of the responsibility.
- c) To head the committees concerning the coordination of all FAST activities.
- d) To notify the Secretary of a meeting at least 72 hours prior to meetings.
- e) Has the right to call emergency meetings, as he/she thinks necessary.
- f) To present an agenda for formal meetings, prepared 72 hours prior to meetings.
- g) To be present at ESC meetings when required to attend.

#### 2.) Vice-President:

- a) To replace the President in the event of his/her absence.
- b) In the event of a vacancy in the office of the President, the Vice-President assumes the duties and the responsibilities of the President until such vacancy is filled in accordance with the provisions of this constitution.
- c) To assist the President with the committees concerning the coordination of all FAST activities.
- d) Responsible for all FAST public relations, inter-campus, as well as intercollegiate.
- e) Be the Chairperson of the Constitutional Committee.
- f) Be well versed in RRO.
- g) Be well versed in the Constitution of the Ethnic Student Council.
- h) Be well versed in the Constitution of the Filipino Association of Stevens Tech.
- i) To be present at ESC meetings when required to attend.

#### 3.) Treasurer:

- a) To replace the Vice-President or President in case of their absence.
- b) To keep complete financial records and be able to present it for auditing upon request.
- c) To present a report of all recent transactions at meetings.
- d) To be present at ESC meetings when required to attend.

4.) Secretary:

- a) To take the place of the Treasurer, Vice-President, or President in case of their absence.
- b) To notify all members of FAST meetings at least 48 hours in advance in the form of written communication.
- c) To keep a complete record of minutes, including all happenings and decisions arrived at during a meeting.
- d) To keep a complete financial record in conjunction with the Treasurer and be able to present it for auditing upon request.
- e) To keep roll of active and non-active membership, indicating attendance and performance.
- f) To be present at ESC meetings when required to attend.

5.) Social Chair

- a) To plan and manage event proposals of FAST, including event itineraries and reservations of needed room/equipment.
- b) To maintain an updated calendar record of events, made available electronically i.e. via FAST website and Facebook, and reported at formal meetings.
- c) To manage event public relations and work in conjunction with public relations chair.
- d) To work in conjunction with the performance director in regards to performances during events.
- e) To help manage the FAST Facebook, Tumblr, and Twitter.

6.) ESC Representatives:

Upperclassman Representative:

- a) Must be present at ESC meetings in order to represent FAST.
- b) Work in conjunction with other FAST officers to ensure that FAST is represented by at least 2 members during ESC meetings.
- c) Must be informative to the ESC about all FAST activities.
- d) Must give a report and inform the officers of FAST of the agendas discussed during the ESC meetings, including general ESC proposals and the activities of the other ethnic organizations.
- e) Must be an active member for one academic year.

Freshman Representative:

- a) Same as ESC Upperclassman Representative but geared towards a learning and supportive role.
- b) To assist ESC Upperclassman Representative in fulfillment of duties.

- 7.) External Public Relations Chairs  
External PR Chair:
- a) Must be present at all District III meetings in order to represent Stevens Institute of Technology.
  - b) Must be informative to FIND about all FAST activities.
  - c) Must give a report and inform officers of FAST of agendas discussed during FIND meetings.
  - d) Must be an active member for one academic year.
- Freshman External PR Chair:
- a) Same as External PR Chair but geared towards a learning and supportive role.
  - b) To assist External PR Chair in fulfillment of duties.
- 8.) Web Chair:
- a) To manage the FAST Ducksync and website and notify Eboard of all updates.
  - b) To ensure timely update of website, performed at least after every general body meeting
  - c) To ensure that website is representative of the following components: Home (About FAST), cultural updates, member info (in addition to alumni and family trees), calendar of events, officers, photos, minutes, budget, constitution and links (Stevens, ESC, FIND, D3 and Facebook).
  - d) To renovate website as needed and as current site becomes outdated.
  - e) To help manage the FAST Facebook, Tumblr, and Twitter.
- 9.) Historian:
- a) To take photos and videos during FAST-related events and collect such photos and videos taken by others.
  - b) To enable availability of aforementioned photos and videos to the public relations chair, recruitment chair, and/or to any officer when needed
  - c) Must enable availability of aforementioned photos and videos electronically, i.e. via FAST website and Facebook.
  - d) To manage FAST Lifebook (database of current and graduated FAST members with their contact information); work in conjunction with alumni chair as needed.
  - e) To update FAST family trees.

- 10.) Internal Public Relations Chair:
  - a) To ensure notification of FAST events and activities to Stevens Publicity Club and other electronic resources.
  - b) To manage the creation and distribution of flyers and advertisements
  - c) Work in conjunction with Alumni chair to ensure timely notifications of FAST events to FAST alumni
  - d) To help manage the FAST Facebook, Tumblr, and Twitter.
  
- 11.) Cultural Chair:
  - a) To be informed of and report Filipino culture-related news and events during formal meetings.
  - b) To be informed of and in contact with organizations, museums, speakers, etc. with regards to Filipino culture and history
  - c) To create and manage games that will be employed at GBMs
  
- 12.) Alumni Chair
  - a) To maintain a record of contact information of alumni and graduating FAST seniors and contact information
  - b) To notify and inform alumni at least once a month about upcoming news and events
  - c) To keep in touch and inform FAST about status of alumni during meetings if relevant for opportunities upon graduation
  
- 13.) Recruitment Chair
  - a) To plan and manage recruiting-related events, including but not limited to Stevens club fair, sleeping bag weekends, President's Tea, etc.
  - b) Responsible for preparing summer orientation packets for incoming freshman.
  - c) To organize icebreakers at formal meetings
  
- 14.) Performance Director
  - a) To plan and organize performances undertaken by FAST.
  - b) To oversee all preparations for performances including the delegation and management of required roles, including but not limited to choreographers, script writers, actors, singers, dancers, and audio/video support.
  - c) To work in cooperation with ESC in preparation of Unity.
  - d) In the case of performances outside and not affiliated with Stevens, responsible for registration and coordination with the sponsoring organizations.
  
- 15.) Assistant Performance Director
  - a) To assist the performance director in fulfillment and delegation of duties.

#### 16.) RSO Representative

- a) Must be present at all RSO monthly meetings in order to represent FAST
- b) Must be informative to all RSOs about all FAST activities
- c) Must give a report and inform officers of FAST of agendas discussed during RSO monthly meetings.
- d) To help represent FAST at RSO summits, should they continue
- e) Must be an active member for at least one academic year.

#### SECTION 2 – Resignation

Any officer may resign from the office at any time by submitting a letter of resignation to the President within two weeks of their official resignation.

In the event that no election can be made, the President may appoint a person to the position.

#### SECTION 3 – Special Elections

Any officer who has a vacancy shall be filled by a special election at the first meeting following the creation of the vacancy.

#### SECTION 4 – Impeachment

The Executive Board shall have the power to remove any officer from the office “through quorum majority vote” for any of the following reasons:

- a.) Failure to perform his/her task
- b.) Absence from 2 consecutive meetings of FAST without valid excuse submitted in writing to the Executive board within 24 hours after the meeting.

#### ARTICLE VII – Meetings

- 1.) The first meeting shall take place no later than 14 days into the first semester.
- 2.) The President may call special meetings. No member can be penalized for not attending any special meetings.
- 3.) A quorum of members must be present before official business can be transacted. A quorum shall be defined as 2/3 of active membership.
- 4.) Meetings must be governed in accordance to RRO.



## ARTICLE VIII – Nominations and Elections

### SECTION 1 - Nominations

- 1.) Nominations for elections shall be held in accordance to the ESC's unified elections.
- 2.) For the offices of the President and Vice-President, only an upperclassman (Sophomore and above) can be nominated prior to the election.
- 3.) Candidates nominated for the offices defined by ARTICLE V, must be an active member for at least one academic year.
- 4.) Nominations shall be declared by an active member and must be seconded by another member.
- 5.) After the nominations shall be made final, all the members are made aware of the candidates and are given at least one week to decide before the official elections.

### SECTION 2 – Elections

- 1.) Elections will proceed in accordance to RRO.
- 2.) Elections shall be held at least one week after the final nomination results.
- 3.) In order for elections to commence, there must be at least 2/3 of the active club members present.
- 4.) In order for a vote to count, the active member must be present to give his/her vote.
- 5.) Each office as defined by ARTICLE V shall have a separated election.
- 6.) Elections shall be conducted by secret ballot.
- 7.) Each office shall be elected by majority vote.
- 8.) The President shall not vote in the election.
- 9.) In the event of a tie, the President will have the deciding vote.
- 10.) In the event that a member does not meet the requirements to be classified as an active member but has shown substantial active participation in FAST, the current Eboard may grant that member the right to vote. The Eboard may grant this right through a majority vote. Two thirds of the Eboard must be present for this vote to be passed.

## ARTICLE IX – Amendments

Amendments to this constitution shall be passed by the quorum.

## ARTICLE X – Funds

- 1.) Funds shall be required from the membership only upon a vote of the quorum by the last meeting of September.
- 2.) All funds shall be kept in the Stevens Business Office and shall be subjected to a periodic audit by the Stevens Government Association (SGA) or its designated agent.

## ARTICLE XI – Parliamentary Authority

Where ever this constitution or its bylaws do not apply, Robert's Rules of Order, Newly Revised will be adhered to.

## ARTICLE XII – Faculty Advisor

The role of the Faculty Advisor is to:

- 1.) Help meet the objectives set forth by FAST.
- 2.) Advise the members its certain problems or questions that may arise.
- 3.) Be always informed of all FAST activities.