

Kapatirang Pilipino Constitution

Article I: Meetings

Section 1

The Philippine National Anthem shall be played or sung at the beginning of the first general meeting of each quarter to show respect and pride for the Pilipino culture and heritage and recognize the interest and the goals of Kapatirang Pilipino at the discretion of the CORE members.

Section 2.

General Meetings shall be held at least four times within each quarter.

Section 3.

An overview of General Meetings shall be made by the CORE members and shared with general members prior to each meeting.

Section 4.

General Meetings are to be held for no more than two hours.

Section 5.

CORE meetings shall be held weekly in order to discuss position updates, events, fundraisers, and overall goals of Kapatirang Pilipino, unless rescheduled at the discretion of the Co-Chairs.

Section 6.

Emergency meetings of both CORE or general members may be called at any time by the Co-Chairs upon reasonable advance notice.

Article II: Officers

Section 1. Co-Chairs (2)

- A. Oversees the performance of current officers and chairpersons in compliance with and execution of this Constitution.
- B. Presides over general and CORE meetings.
- C. Oversees all activities and projects of Kapatirang Pilipino and makes sure all officers and chairpersons are on task.

- D. Serves as the official representatives of Kapatirang Pilipino.
- E. Meets with the Staff or Faculty Advisor to discuss Kapatirang Pilipino's progress and events.
- F. Holds at least one check-in per quarter with each CORE member to ensure that they are fulfilling their position goals, balancing CORE with other commitments, and taking care of their mental health.
- G. Maintains a close relationship with Alumni Association.
 - a. Responsible for leading the Alumni Committee with tasks along with the Internal Vice President.
- H. Meets with Pilipino Cultural Night and Pilipino Graduation Coordinators(s) at least twice a quarter in order to discuss topics regarding their respective organizations including but not limited to:
 - a. Coordinating events and programs
 - b. Maximizing member retention
 - c. Sharing meeting information from their respective boards
- I. To run for this position, the candidate must have at least one year of CORE experience.

Section 2. Secretary

- A. Organizes files, keeps minutes for all CORE meetings and, if necessary, general meetings.
- B. Responsible for filing contracts and documents pertaining to Kapatirang Pilipino.
- C. Coordinates all electoral processes unless running for a position.
- D. Schedules proper facilities and proper permits for Kapatirang Pilipino meetings, events, fundraisers, etc.
- E. Notes all events and fundraisers (including date, time, location, and contact person) on an excel sheet and Calendar.

- a. Updates accordingly to any changes made throughout each quarter.

Section 3. Treasurer

- A. Oversees all financial matters of Kapatirang Pilipino.
- B. Reports the financial status of Kapatirang Pilipino to the CORE members at each CORE meeting.
- C. Maintains transparency with the Co-Chairs regarding the specific financial details of Kapatirang Pilipino.
- D. Oversees all monetary transactions of Kapatirang Pilipino.
 - a. Associated Students (A.S.) accounts
 - b. Office of Student Life (O.S.L) accounts
 - c. Venmo account (@KPUCSB) or any other online transactions
 - d. Membership dues as needed
 - e. Private funds
 - f. Other related financial matters
- E. Keeps financial records of Kapatirang Pilipino.
- F. Finds sufficient ways to raise funds for Kapatirang Pilipino along with other CORE members.
- G. Oversees budget sheets of each fundraiser to maximize profit and updates the results at each CORE meeting.
- H. Creates an overall transaction sheet reporting all items spent and all profit made for each quarter.

Section 4. Public Relations Officer

- A. Responsible for membership enhancement and retention.
- B. Responsible for all forms of advertisement (weekly emails, flyers, programs, etc.).
- C. Continuously updates any Kapatirang Pilipino social media account with events, fundraisers, announcements, both local and global news, and official organization statements.
- D. Publishes the Kapatirang Pilipino website with blog posts as well as edits general information regarding annual Kapatirang

Pilipino programs (i.e. Friendship Games, Pilipino Visibility Week, Pilipino Cultural Night, F.I.E.R.C.E., the Intern Program, Pilipino Graduation, etc.).

- E. Responsible of any Kapatirang Pilipino memorabilia (t-shirts, programs, banners, etc.) through collaboration with Ourstorian.

Section 5. Ourstorian

- A. Over the course of the year, they are responsible for accumulating historical records and memorabilia of Kapatirang Pilipino's events and activities in a form of a scrapbook, slideshow, and/or video.
 - a. Responsible for keeping general members informed on the history of Kapatirang Pilipino.
- B. Responsible for taking photos and/or videos at all Kapatirang Pilipino events, to be published later online for the general public.
 - a. Delegates another CORE member to do so if not present.
- C. Responsible for any Kapatirang Pilipino memorabilia (t-shirts, programs, banners, etc.) through collaboration with Public Relations Officer.

Section 6. Pilipino Cultural Night Coordinator

- A. Coordinates and directs annual production dedicated to the Pilipino heritage, culture, and ancestry.
- B. Organizes and oversees script committee and appoints an Acting Director(s) for the Pilipino Cultural Night skit(s).
- C. Schedules practices and rehearsals for Pilipino Cultural Night.
- D. Makes reports and evaluations of all practices and activities.
- E. During Pilipino Culture Night season (from PCN General Meeting until the day of PCN), only general meetings and CORE meetings are mandatory for the PCN Coordinator.
- F. For a complete list of duties and responsibilities, refer to the Pilipino Culture Night Constitution.

- G. Meets with Co-Chairs and coordinator(s) of Pilipino Graduation at least twice a quarter in order to discuss topics regarding their respective organizations including but not limited to:
 - a. Coordinating events and programs
 - b. Maximizing member retention
 - c. Sharing meeting information from their respective boards

- H. To run for this position, the candidate must have at least one year of CORE experience.

Article III: Chairpersons

Section 1.

The use of chairpersons shall depend on the necessity of any positions and the discretion of Kapatirang Pilipino CORE.

Section 2.

Kapatirang Pilipino CORE shall be responsible for the implementation of any of the following chairperson positions:

A. Co-Social Chair (2)

1. Organizes collaborations and social events for Kapatirang Pilipino and external organizations with the External Vice President and Internal Vice President as needed.
2. Coordinates and organizes major events: Friendship Games and the Annual Benefit Showcase.
 - a. Reserves appropriate facilities and equipment in addition to providing adequate staffing for each major event.
 - b. Responsible for acquiring appropriate funding for major events through A.S. Entities or other organizations on or off campus.

B. Cultural Chair

1. Educates and enlightens members of Kapatirang Pilipino as well as the community at large about Pilipino ancestry, **language**, traditions, and identity.

2. Coordinates Pilipino Visibility Week along with other activities that promote cultural awareness.
 - a. Responsible for acquiring appropriate funding for major events through A.S. Entities or other organizations on or off campus.
3. Attends (or appoints someone to attend) MCC Town Hall meetings.

C. Political Chair

1. Generates awareness of political issues.
 - a. Pilipino and Filipinx-American activism.
 - b. Community and campus related issues.
2. Coordinates events that promote political empowerment.
 - a. This includes coordinating delegations to various conferences or marches, and any external event involving the local, national, and/or global politics.
3. Collaborates with other organizations (Anakbayan USA, Kabataan Alliance, SIKAP, etc.) to promote political awareness.
 - a. ***AAPIC, api task force - co chair or political chair in charge***
4. Responsible for being the main point person when drafting official political statements that come from CORE or the Kapatirang Pilipino organization as a whole.
 - a. Prior to releasing a political statement from CORE, these statements must be approved unanimously by CORE
 - b. Prior to releasing a political statement from Kapatirang Pilipino organization, these statements must be approved unanimously by CORE, presented to general members, and pass general membership with a 2/3 majority vote.

D. Academic Chair

1. Responsible for providing and organizing study sessions as well as study rooms.
2. Organizes academic tutorials for general members. (i.e., studying tips, information on GOLD deadlines, etc.)

3. Coordinates events and activities that promote academic excellence.
 - a. Provides and organizes forms of academic workshops (i.e. Counseling and Career Services, Campus Learning Assistance Services (CLAS), etc.).
4. Organizes Kapatirang Pilipino's Mentorship program (AKA—Ate/Kuya Ading) for both Fall and Winter.
 - a. Seeks help from specific CORE members as needed.

E. Co-Outreach Chairs (2)

1. Coordinates activities that promote philanthropy and/or outreaches to the external Pilipino community in coordination with the Co-Social Chairs.
2. Responsible for spearheading Kapatirang Pilipino's Outreach Program: F.I.E.R.C.E. (Filipinxs In Education Reaffirming Community Empowerment)
 - a. Creates a F.I.E.R.C.E. Committee and is in charge of coordinating all aspects of the event through the committee.
 - b. For a complete list of duties and responsibilities, refer to the F.I.E.R.C.E. Constitution
3. Maintains relations with community-based organizations.
4. Holds at least one Philanthropy Event that is geared towards supporting local at-risk communities and at least one Philanthropy Event that is geared towards supporting the Philippines (calamity relief, clothes drive, etc.)

F. Activities and Wellness Chair

1. Organizes and oversees athletic participation, sporting events and on and off campus activities (i.e. Battle Brawl, intramural teams, hiking, etc.).
 - a. Appoints coaches and team captains for each team as needed
2. Plans or informs general members of health and wellness related events for Kapatirang Pilipino.
 - a. Responsible for at least one wellness program per quarter.

3. Collaborates with Co-Social Chairs for events including but not limited to:
 - a. Friendship Games
 - b. Social events
 - c. Collaborations

G. Internal Vice President (1)

1. Responsible for spearheading the Kapatirang Pilipino Intern Program.
 - a. Creates an application and conducts an interview process to select up to 6 interns.
 - i. Interviews shall be accompanied by but not limited to the Co-Chairs.
 - b. Relays important information from CORE to interns.
 - c. Responsible for creating their own guidelines for the interns, including but not limited to:
 - i. Responsibilities
 - ii. Event attendance
 - iii. Meeting attendance
 - iv. Shadowing specific CORE members at the discretion of the Internal Vice President
2. Maintains a close relationship with Alumni Association.
 - a. Responsible for leading the Alumni Committee with tasks along with the Co-Chairs.
3. Maintains a close relationship with Pilipino Graduation and Pilipino Cultural Night Coordinator regarding the Alumni Association, assisted by the Co-Chairs.
4. Maintains and establishes close relations within the campus through networking with other organizations.
5. Responsible for the maintenance of the Kapatirang Pilipino Scholarship.
6. To run for this position, the candidate must have at least one year of CORE experience or participated in the Kapatirang Pilipino Internship Program.

H. External Vice President (1)

1. Maintain and establish close relations outside campus through networking with other organizations.
2. Coordinates activities, which maintain and establish relationships with external Pilipino organizations
 - a. Organizes at least one external event within their CORE year
3. Represents or appoints representative(s) to Southern California Pilipino American Student Alliance (SCPASA)
 - a. Creates a delegation of KP members to go to the SCPASA Summit Conference and collaborations if the calendar of their respective CORE year permits.
4. Attend at least three external events throughout the year excluding Friendship Games or SCPASA Summit Conference.
5. Maintain close relationships with off-campus organizations including but not limited to organizations in the Santa Barbara and Goleta communities.

Article IV: CORE

Section 1. Kapatirang Pilipino CORE shall be comprised of all chairpersons and officers **at all times** throughout the academic year.

- A. Any positions unfulfilled after elections shall be determined by the newly elected Kapatirang Pilipino CORE prior to the annual Kapatirang Pilipino Passdowns.
 - a. Co-Chairs shall lead interviews with the assistance of newly elected CORE members, and positions shall be determined by the vote of the majority.
- B. Any position that becomes unfulfilled by the start of their term (directly after Passdowns) shall be officially appointed by the Co-Chairs.
- C. In the event that one of the Co-Chairs resigns from their position during their term, it is up to the discretion of the current **and remaining** Co-Chair to decide on the process of appointing that position.

- D. In the event that both of the Co-Chairs resign from their positions, the Pilipino Cultural Night Coordinator shall lead the current CORE in the process of appointing either positions.

Section 2. Kapatirang Pilipino CORE shall be responsible for the completion of various tasks including:

A. Fundraisers and Events

- a. Required to be a contact person at least once a quarter for either events or fundraisers.
- b. Event attendance or event planning assistance requirements shall be determined officially by Co-Chairs with the consultance from CORE.
- c. Works out OSL logistics with the possible assistance from the Secretary including but not limited to booking rooms, 360 forms and food permits.
- d. Works out financial details with the Treasurer.
- e. Makes reports and evaluations of all projects and activities.
- f. Updates CORE members of their progress.

Article IV: Special Positions

Section 1.

The use of Special Positions shall depend on the necessity of any positions at the discretion of Kapatirang Pilipino CORE and shall only be valid during their term.

Article V: Committees

Section 1.

The use of committees shall depend on the decision of the CORE member that desires one.

Section 2.

Committees shall be comprised of Kapatirang Pilipino members selected by the CORE member who creates the committee.

Section 3.

Through committees, the membership shall be able to contribute and offer feedback for the benefit of Kapatirang Pilipino.

Section 4.

Committees shall allow interaction among all members, led by a CORE member in order to develop stronger relations.

Section 5.

The respective Kapatirang Pilipino CORE member(s) shall oversee the following committees:

A. F.I.E.R.CE. Committee

- a. Responsible for assisting the Co-Outreach Chairs with tasks regarding the Kapatirang Pilipino F.I.E.R.C.E. Outreach Program.
- b. This committee is comprised of but not limited to:
 - i. Finance and Fundraising Chair(s)
 - ii. Housing & Hospitality Coordinator(s)
 - iii. External Affairs Chair(s)
 - iv. Mentors Coordinator(s)
 - v. Secretary
 - vi. Media and Marketing Chair(s)
- c. Changes to the committee will remain at the discretion of the Co-Outreach Chairs.
- d. Overseen by the Co-Outreach Chairs.

B. PCN Executive Board

- a. Responsible for assisting the Pilipino Cultural Night Coordinator in conducting Pilipino Cultural Night.
- b. Shall be comprised of but not limited to:
 - i. Logistics Coordinator(s)
 - ii. Modern Coordinator(s)
 - iii. Cultural Coordinator(s)
 - iv. Finance Coordinator(s)
 - v. PCN Intern(s)
- c. Changes to the committee will remain at the discretion of the Pilipino Cultural Night Coordinator.

- d. Overseen by the Pilipino Cultural Night Coordinator.
- C. Political Committee
- a. Responsible for assisting the Political Chair with their position goals.
 - i. The structure of the Political Committee (including subcommittees, new positions, etc.) will be determined by the Political Chair.
 - b. Overseen by the Political Chair.
- D. S.P.U.F. Committee
- a. Responsible for assisting the Co-Social Chairs in the annual social event, Friendship Games.
 - b. Overseen by the Co-Social Chairs.
- E. Benefit Showcase Committee
- a. Responsible for assisting the Co-Social Chairs in the annual philanthropy event, Benefit Showcase.
 - b. Overseen by the Co-Social Chairs.
- F. Alumni Committee
- a. Responsible for coordinating alumni events and conversations with the Alumni Association.
 - b. This committee shall be comprised of but not limited to
 - i. The Co-Chairs
 - ii. Pilipino Graduation Coordinator
 - iii. Pilipino Cultural Night Coordinator
 - c. Changes to the committee membership will remain at the discretion of the Internal Vice President.
 - d. Overseen by the Internal Vice President assisted by the Co-Chairs

Article VI: Officer Retreats

Section 1.

The basis of retreats shall be to establish goals for the academic year, to build relationships with each officer, chairperson(s) and as a team and to coordinate any event planning or calendaring as needed.

Section 2.

Mandatory retreats for all officers to be conducted at the discretion of the Co-Chairs.

Article VII: Amendments to the Bylaws

Section 1.

New bylaws can be proposed by any chairpersons or officers in Kapatirang Pilipino CORE.

- A. A proposal is to be written of the new bylaw(s).
- B. The CORE members shall review and discuss the proposal.
- C. The bylaw(s) shall be presented to the general members following an approval from Kapatirang Pilipino CORE through a unanimous vote, and shall be ratified by two-thirds of the general membership.

Section 2.

Changing bylaws can be proposed by any chairpersons or officers in Kapatirang Pilipino CORE.

- A. A proposal is to be written of the changed bylaw.
- B. The CORE members shall review and discuss the proposal.
- C. The bylaw(s) shall be presented to the general members following an approval from Kapatirang Pilipino CORE through a unanimous vote, and shall be ratified by two-thirds of the general membership.

Last Ratified: May 9, 2018