

## **Professional Development in Asia, UC Berkeley Chapter Constitution**

Date Prepared: April 10<sup>th</sup> 2013 | Date Amended: April 10<sup>th</sup> 2013

Date Approved (LEAD Center staff):

Approved by (LEAD Center staff):

### **ARTICLE I - Name**

- The name of this organization is “Professional Development in Asia.” In the rest of this document, the acronym PDA will be used to refer to the organization.

### **ARTICLE II - Purpose**

- The name of this organization is “Professional Development in Asia.” In the rest of this document, the acronym PDA will be used to refer to the organization.
- The purpose of PDA is to expose students with an interest in professional development in Asia to the professional standards and practices of communication within business, industry and associations. This purpose will be carried out through the following objectives:
  1. To raise interest in professional development in Asia
  2. To facilitate access to career opportunities in Asia
  3. To provide networking opportunities for students and recruiters
  4. To advance understanding, cooperation and an exchange of ideas among members
  5. To enhance the training and development of individual members through the collection and dissemination of information of value and interest to members
  6. To advance the academic and professional development of members
  7. To build and maintain relationships with recruiters in Asia

### **ARTICLE III - Membership**

- The name of this organization is “Professional Development in Asia.” In the rest of this document, the acronym PDA will be used to refer to the organization.
- Only currently registered students, faculty, and staff may be active members in a registered student organization at Berkeley. Only active members may vote or hold office.
- PDA has no size limitation on the number of members. Members must be enthusiastic towards finding careers in the business end in Asia.
- We will not have according to California State Law; we will not restrict membership based upon race, color, national origin, religion, sex, physical and mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship or status as a covered veteran (special disabled veteran, Vietnam-era veteran or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized).

- To maintain membership in PDA, a student must join at least one of the four committees, and pay an annual fee of \$20 towards club purposes. Also, a member must attend at least 50% of committee meetings in a semester in order to be considered active members.
- After one semester of less than 50% committee meeting attendance, members will be warned and allowed a probationary semester to maintain membership. After a second semester of inactivity, members will be notified of their dismissal from the club and their email address will be eliminated from the database.
- Prospective members may attend one of each committee meeting before paying membership.

#### **ARTICLE IV - Officer Duties & Terms**

##### **President (2 semesters starting in the fall):**

- Responsible for overseeing the duties of club executives.
- Responsible for representing the club to all external sources as a spokesperson.
- Responsible for preparing meeting executive and mass meeting agendas.
- Responsible for running mass and executive meetings.

##### **Executive Vice President (2 semesters starting in the fall):**

- Responsible for overseeing and representing the president when he or she is unavailable.
- Responsible for assisting the president in preparing meeting agendas.
- Responsible for assisting the president in running mass and executive meetings.
- Responsible for representing the executives and their views to the president for consideration in agenda setting and proposal writing.
- Responsible for taking and distributing minutes for the executive meetings.

##### **Vice President of Finance (2 semesters starting in the fall):**

- Responsible for overseeing, with the President, the formation of yearly, monthly and weekly budgets.
- Responsible for handling the organization's financial accounts.
- Responsible for financial information regarding the feasibility of projects.
- Responsible for collecting yearly dues from club members.
- Responsible for coordinating fundraising campaigns and identify a need for specific amounts of money.
- Responsible for being able to answer any question and continually update the organization concerning its financial accounts and financial status.
- Responsible for whenever money is involved.
- Responsible for requesting money from ASUC (Associated Students of the University of California).
- Responsible to lead a division and educate members on the finance industry.

##### **Director of Professional Development (2 semesters starting in the fall):**

- Responsible for contacting professionals and maintaining professional relationships and networks.
- Responsible for planning professional development events such as speaker panels, forums, and professional development workshops.
- Responsible for leading a division and teach practical communication skills and leadership through the communication with professionals.
- Responsible for organizing and initiating contact with corporations and businesses for purposes as directed by the Board, or by proxy the sitting President.
- Responsible to uphold and maintain a professional image of PDA to said corporations and businesses and seek to establish and maintain positive working relations with said partners.

**Director of Community Service (2 semesters starting in the fall):**

- Responsible for representing club to volunteer program administrators.
- Responsible for managing/helping develop incentives for service involvement.
- Responsible for leading a division to set up and run any service activities for the club.

**Director of Club Events (2 semesters starting in the fall):**

- Responsible for booking rooms for executive meetings, committee meetings, mass meetings, and guest speakers.
- Responsible for organizing social activities for members and executives.
- Responsible for having knowledge of all reservation details at his or her disposal concerning club events planned by directors or VPs.
- Responsible for overall coordination of club field trips and events (both social and promotional).

**Historian (2 semesters starting in the fall):**

- Responsible for photography of club events.
- Responsible for helping to organize the club archives in collaboration with the President and Vice President.
- Responsible for compiling all newspaper articles and club photos into a scrapbook.

**Webmaster (2 semesters starting in the fall):**

- Responsible for construction and maintenance of the club website.
- Responsible for helping to organize the club archives in collaboration with the President and Executive Vice President.

**ARTICLE V - Meetings**

- Mass Meetings will be held at least twice a semester. Each mass meeting will be open to non-members, so that they can have a chance to view the club and its members. A mass meeting's purpose will be to promote the club to non-members, and inform current members of the club's progress. These meetings will be organized and ran by the president and executive vice president of the club.
- Committee meetings will be held at least twice a month. Every committee meeting is ran by the committee's director(s), with the purpose of making progress in that particular committee's contacts, future events, future trips, and future speakers.
- Executive board meetings will be held at least twice a month. Every executive meeting will be led by the president, with the purpose of gaining an overall perspective of the club's progress. Executive votes will be decided as follows: *Each executive board member shall have one vote to cast with the exception of the President, who shall cast a vote only in the case of a tie.*

#### **ARTICLE VI - Constitutional Amendments**

- Constitutional amendments must be proposed in writing and submitted to the President for review. The President will then bring the proposed amendment before the executive board so that it may vote on whether or not the constitution will be amended.
- The constitution may be amended by a majority vote of the executive board members present, with proper notification having first been given to the entire executive board.
- All amendments, additions or deletions must be filed with the LEAD Center in 102 Hearst Gym.

#### **ARTICLE VII - Dissolution**

- The executive board shall meet and make a resolution to disband: e.g., "PDA at Berkeley resolves to cease operation as an affiliate chapter of Professional Development in Asia as of [date]. In accordance with Bylaws, upon dissolution, all chapter funds will be distributed to PDA to be used to further the objectives and purposes of PDA."
- The resolution shall be passed by an affirmative vote of two-thirds (2/3) of the chapter's executive board.
- The PDA Board of Trustees shall then vote on the issue and make a determination of the distribution of the Chapter's remaining funds. The PDA Board of Trustees will consider any recommendation from the Chapter Board concerning said distribution. Money must be used to further the purpose and objectives of PDA and its chapters.
- The Chapter must settle its financial affairs within sixty (60) days of PDA's approval of the dissolution.
- Upon dissolution of the Chapter, all remaining assets shall be distributed to PDA within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

- All unspent ASUC funds shall remain the property of ASUC, all Graduate Assembly funds shall remain the property of the Graduate Assembly. Remaining privately-obtained funds may be donated to another nonprofit organization with prior approval of the ASUC Senate Finance Committee.

#### **ARTICLE VIII - Records**

- The records of Professional Development in Asia shall consist of a minutes book, membership records, and financial records, as well as any other such records as the chapter deems necessary.