



Akbayan of San Jose State University

Constitution

PREAMBLE

We, the students of San Jose State University, in order to better our educational, social, and cultural needs, and to facilitate participation and assistance in student on-campus activities as well as activities of the general Pilipino/Pilipino American Community, do hereby adopt and establish this Constitution.

ARTICLE I

Name

The name of this organization is “Akbayan, Pilipino American Organization at San Jose State University.”

“Akbayan” in the Filipino language means “Embracing in Friendship,” which is the official slogan of the organization.

ARTICLE II

Purpose

Section 1: Purposes of this organization are:

To promote by close contact an exchange of ideas and experiences to become socially, culturally, and educationally involved with fellow students who share common interests in Pilipino/Pilipino American culture and heritage.

To establish a better understanding and appreciation of the Pilipino/Pilipino American Community and its youth as a whole.

To encourage all efforts and activities in connection with “Akbayan.”

ARTICLE III

Affiliation

Section 1: This organization is not affiliated with any local, state, national, or international organization.

ARTICLE IV

Membership

- Section 1:* Membership in the organization shall be open to all those matriculated, currently-enrolled San Jose State University students who are interested in membership. There shall be no other requirements for admission to regular membership. Each regular member has equal rights and privileges.
- Section 2:* Voting membership is restricted to matriculated, currently enrolled students at San Jose State University.
- Section 3:* At least eighty percent (80%) of all members of the organization must be matriculated, currently enrolled students at San Jose State University.
- Section 4:* Eligibility for membership or appointed or elected student officer positions shall not be limited on the basis of race, religion, national origin, ethnicity color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability (Title 5, California Code of Regulations, Section 41500).
- Section 5:* No member of this organization shall engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending this institution (California Code of Regulations, Title 5, Article 2, Standards for Student Conduct, Section 41301(b)(8). Individual students may be disciplined for hazing under Section 41301(b)(8).
- Section 6:* This organization shall comply with Title 5, Section 41301, Standards for Student Conduct.
- Subsection 1:* Akbayan does not condone the use of drugs, underaged alcohol consumption or anything of that nature.
- Section 7:* Members of this organization have all the rights and responsibilities granted by the constitution.
- Section 8:* The membership dues for current students shall be thirty dollars (\$30.00), which includes membership and a t-shirt, prior to one's participation in any Akbayan events and programs. Dues must be paid to the Treasurer, or proxy, at any point of the academic year. All dues support all events and programs of Akbayan. Membership dues are nonrefundable.

Subsection 1: Additional contributions for specific events and programs may be required in addition to the membership dues.

Subsection 2: Article V, Section 7 refers to membership dues for Officers.

Subsection 3: Any member may request for a payment plan from the Treasurer for any Akbayan-related events and programs, in exception to certain fundraisers. They will be required to meet with the Treasurer in person and make their divided payments on time. If any segmented payment is overdue, the Treasurer reserves the right to cancel their payment plan due to the refusal of service.

Section 9: Lifetime membership shall be one hundred dollars (\$100.00), which is only applicable for general members who have been a previous member of Akbayan for at least one semester and graduated from college. Lifetime membership is a one-time payment (which can be requested for a payment plan) that will last the lifetime of the long-term member and will exclude year-to-year payments. This form of membership will include a t-shirt from the paid year, an official Lifetime Membership ID to aid in record-tracking, and discounted fees for events and programs upon the discretion of the Treasurer and Vice President.

Subsection 1: As of Fall 2018, if a member pays for four (4) annual membership dues and has their receipts as proof, they will receive lifetime membership upon graduation. Otherwise, they must pay the one hundred dollars (\$100.00).

Subsection 2: Lifetime memberships shall be under the oversight of both Treasurer and Vice President. On their discretionary power, they must remain consistent on the discounts and special rates as well as archiving and tracking this data.

Section 10: Any membership can be revoked if said member does not comply to Section 4, Section 5 and Section 6 of this Article.

ARTICLE V Officers

Section 1: The organization shall contain these officers as follows:

Officer:	Term:
1. President	Two Semesters
2. Vice President	Two Semesters
3. Treasurer/Fundraiser	Two Semesters
4. Secretary	Two Semesters

5. Community & Political Affairs Chair	Two Semesters
6. Cultural Chair	Two Semesters
7. Social Chair	Two Semesters
8. Academic Chair	Two Semesters
9. PCN Coordinator	Two Semesters
10. KAAMP Coordinator	Two Semesters
11. Internship Coordinator	Two Semesters
12. Public Relations Officer (2)	Two Semesters
13. Media Officer (3)	Two Semesters

Subsection 1: The 13 positions are divided into four (4) different boards, which are as followed:

1. Executive Board includes the President, Vice President, Treasurer and Secretary.
2. Pillars Board includes Community/Political Affairs Chair, Cultural Chair, Social Chair and Academics Chair.
3. Programs Board includes PCN Coordinator, KAAMP Coordinator and Internship Coordinator.
4. Promotions Board includes the two (2) Public Relations Officers and the three (3) Media Officers.

Section 2: The term of office for all officers is effective through the end of the academic year until new officers take office immediately following “pass down.”

Subsection 1: “Pass down” is the scheduled official transfer of power from the predecessor to the newly elected successor post-election. “Pass down” shall be held no later than three (3) weeks after the academic year.

Section 3: Vacancies created by recall, resignation and leave of absence:

- Any performance by any officer deemed unsatisfactory by another officer may fall under review by current Cabinet officers.
 - Only the Executive Board will know when a Cabinet member is on review during a 2-week span.
- Following review, a two-thirds (2/3) vote of current Cabinet officers deeming said performance to be unsatisfactory will result in probation.
- Probation shall consist of a thirty (30) day period of review in which said officer will be evaluated and monitored by the entire Cabinet.
- Upon completion of the probationary period, a two-thirds (2/3) vote by the Cabinet officers may recall probationary status.
- If the office of the President is vacated, the Vice President shall succeed to the presidency for the remainder of that term. If the office of the Vice President if also vacated, the Treasurer shall succeed.

- The order of succession and chain of command is followed by the numbered order in Section I.
- In case of resignation or other vacancies in the Cabinet, the Cabinet officers shall fill the vacancy by appointment with two-thirds (2/3) majority approval of the officers present.
- Action on any temporary leaves of absence of any unforeseen absences (e.g. sickness, extended vacation, death in the family, etc.) shall be left to the discretion of the Cabinet and shall be decided upon by a two-thirds (2/3) majority vote.

Section 4: All officers of the organization must be matriculated, currently enrolled students at San Jose State University. All Cabinet officers of this organization must: maintain a minimum overall 2.0 grade point average, be enrolled in at least 6 units, and be in good standing with San Jose State University during their term of office.

Subsection 1: If any officers fail to maintain any of these requirements during their terms, the Executive Board must make a decision. This may include, but is not limited to, removal from Cabinet, academic leave of two (2) weeks with no activity in Akbayan, etc.

Subsection 2: The President and Academics Chair will collect grade checks twice within each semester (total of 4 grade checks per academic year) and oversee weekly study hours to ensure the Cabinet is prioritizing their academic success.

Section 5: All officers and advisors of this organization are required to complete an Alcohol Education Training offered by Student Involvement.

Section 6: At any point after appointment or election to office, an officer serving in a position that is designated as a single position (that is an office that by definition of this constitution does not include a Co-position) may at any time for any reason request from their Cabinet a Co-position for the remainder of their elected or appointed term.

The request must be approved with 2/3 vote by the Cabinet. After approval of request for a Co-position, the officer may nominate a general member for a Co-position. The nominee must be subjected to a 2/3 vote of approval by Cabinet. If at that time the nominee does not receive a 2/3 vote, the Executive Board may nominate a new candidate until one is found or simply terminate the process with another 2/3 vote.

Section 7: Since Cabinet officers do not receive any income from their voluntary hours in planning, preparing and working Akbayan programs and events, all officers will

be waived of the general membership dues and any events that (1) require admission/contribution and (2) require said officers to work the event.

Subsection 1: The only exceptions to this rule are: (1) if an officer is a participant of a program (e.g. PCN, etc.) or event (e.g. Winter Formal, etc.), (2) the Treasurer or President has stated otherwise for a payment to be made, or (3) lifetime membership dues.

Subsection 2: If an officer is removed from their position at any point of their mandated term and decides to continue to participate in any programs or events of Akbayan, they are no longer waived of the general membership fee or any event that requires admission/contribution.

Section 8: Cabinet Officers are expected to uphold the standards and expectations set by previous Cabinet officers, which is classified as professionalism, yet establish a vision with the current Cabinet. The following items, known as a Code of Professionalism, should be met by the entire Cabinet and observed by the Executive Board:

1. Respect peers by supporting one another within and outside of Cabinet. Consider each Officer as a person first, student second, Cabinet member third and their position fourth.
2. Secure past and ongoing information from being lost (e.g. membership data, passdown binders, etc.), especially during changes in platforms and technology.
3. Be responsive and communicate to the best of one's abilities through checking emails daily, reading all messages thoroughly and responding to questions in a timely manner.
4. Dress accordingly to events (See Article XIII, Section 2).
5. Separate personal and business relationships.
6. Keep all Cabinet affairs internally.
7. Present themselves appropriately and professionally in public, including social media (Twitter, Facebook, Instagram, Snapchat, etc.)
8. Attend all scheduled Akbayan events and meetings on time, unless the reason for absence or tardiness is excused by the Executive Board within 72 hours ahead of time or in special circumstances.
9. Represent the organization and San Jose State University as a Student Leader.
10. Challenge oneself to achieve one's goals.

ARTICLE VI

Duties of Officers

President: The President shall preside at all meetings and events of the organization; shall be an ex-officio member of all Cores; shall preside and facilitate at Cabinet meetings and shall perform all such duties as are incidental to the office of President and are properly required of them. They shall be the liaison between all other organizations and oversees the well-being of the organization. They shall be the ultimate resource for Akbayan by remaining in constant communication with Cabinet, Cores, general members, alumni, the local and campus community and any other organizations, companies and individuals to come into contact with Akbayan. The President and Vice President shall coordinate monthly check-ins with every Cabinet member to ensure their academic, mental and physical welfare. The President and Vice President shall function as interchangeable positions, but with President as more external focus (organizations outside of Akbayan) and Vice President for more internal (within Akbayan itself). One year of Cabinet experience is required in order to be elected.

Vice President: The Vice President shall preside at all meetings and events of the organization; shall be an ex-officio member of all Cores along and work alongside with President to ensure that all communication between Cabinet, Cores, general members, and alumni are in constant clear communication. In the absence of the President, they shall exercise all of the functions of the President and shall be vested with all of its power. The Vice President is also in charge of setting general and Cabinet meeting agendas; facilitates each Cabinet meeting; be readily available to help all Cabinet officers; communicate and update organization advisors and alumni through the use of a newsletter or any other efficient medium to share information; oversees all internal affairs within Cabinet, and be able to properly facilitate and mediate conversations between two conflicting parties. One year of Cabinet experience is required in order to be elected.

Treasurer: The Treasurer shall have charge of the funds of the organization, conduct its banking business and audit all accounts, and make monthly oral and written reports of all accounts to the Cabinet. This includes, but is not limited to, recording of all receipts onto an electric file bimonthly or as needed, and keeping a separate record of all invoices and transactions with and for the organization. These files must be readily available to a Cabinet member at any time if requested. The Treasurer will collaborate with each Cabinet member to plan a budget for their respective Akbayan events and programs. Once planned, it is the duty of the Cabinet member and Treasurer to keep track of all due dates and staying within the proposed budget, unless otherwise approved by the rest of Cabinet. As fundraiser coordinator, the Treasurer shall have the duty to review any and all proposals for fundraiser projects for money withdrawals and deposits.

Secretary: The Secretary shall have charge for all papers, make, and keep such records. The Secretary is also responsible for: scheduling rooms for all events and venues that utilized by the organization; checking the mailbox; making calendars of meetings, events and activities presented by the organization; maintaining professionalism amongst all officers and members of the organization; coordinating donations and sponsorships with the Treasurer; and perform such duties as are incidental to that office and properly required by the organization. Furthermore, the Secretary will record minutes, uphold rules and enforce the meeting agenda set by the Vice President that all Akbayan officers and attendees will adhere to during Cabinet meetings.

Community & Political Affairs Chair: The Community & Political Affairs Chair shall be in charge of conducting service events and informing the organization of these events, as well as finding other ways the members can get involved. They will be in charge of preparing the organization's R.A.A.P (Raising Awareness Amongst Pilipinx) Conference, Community Retreat, and Demographic Survey. They shall also be in charge of informing and educating both the organization and its members to participate in political affairs of the campus and community. They shall provide activities and workshops that will further accomplish such tasks.

Cultural Chair: The Cultural Chair shall have the duty to coordinate and organize any activities and workshops in order to educate and promote Pilipino culture/awareness to both the organization's members and the community. The Cultural Chair will also coordinate activities and events for Pilipino-American History Month during the Fall semester, such as the annual "MaBOOhay" Talent Showcase. During the Spring Semester, they are to coordinate any requests regarding the Cultural Dance Troupe. They shall provide activities and workshops that will further accomplish such tasks.

Social Chair: The Social Chair shall have charge of the organization's activities on and off campus (e.g: picnics, dances, etc). Social Chair is also in charge of leading Friendship Games preparation and activities. As the sports coordinator, they shall have the duty of coordinating sport teams/events on campus or any team that wishes to represent the organization in a competition/tournament. They shall provide activities and workshops that will further accomplish such tasks.

Academic Chair: The Academic Chair shall promote and encourage academic excellence throughout the organization. This purpose will be carried out by maintaining Cabinet, Internship, and all Core grade point averages by doing grade checks every other month, overseeing study hours, hosting academic check-ins and managing academic consequences. They will connect the organization with on and off campus resources/events to promote academic excellence, financial aid, and well-being including stress management, self-care, etc. They shall provide activities and workshops that will further accomplish such tasks.

PCN Coordinator: The Pilipino Cultural Night (PCN) Coordinator will be the executive producer of the production, meaning that they will oversee everything regarding PCN. They will also be a liaison to all counterparts outside of Akbayan in relation to the show (this includes but is not limited to Associated Students, theater in which production will be held, box office, security, etc.) During the Fall Semester, they are to coordinate any requests regarding the Cultural Dance Troupe. The PCN Coordinator will encourage creativity through the arts, inspire leadership in the cast, and empower change within the community. One year of PCN-related participation is required in order to be elected.

KAAMP Coordinator: The Kuya/Ate Ading Mentorship Program (KAAMP) Coordinator will lead the mentorship program by connecting members together in order to create lasting friendships. The KAAMP Coordinator will organize events that will promote a family environment through positive guidance and mentorship (e.g. KAAMP Revealing, KAAMP

Thanksgiving, KAAMP Olympics, etc.) One year as a Kuya or Ate in the program at SJSU is required in order to be elected.

Internship Coordinator: The Internship Coordinator shall be in charge of educating general members who wish to be more involved within and outside the organization through weekly meetings, activities, workshops, and hands-on opportunities to cultivate their leadership potential through the Internship Program. They will provide a neutral space for members to learn effective skills, ideals, and principles related to culture, community, and self in preparation for leadership. One year of Cabinet experience is required in order to be elected.

Public Relations Officers (2): The Public Relations Officers shall be in charge of all the advertising, communication, reservation and maintenance of table space, and coordination of activities at the table. The Public Relations Officers will be responsible for updating all Akbayan social media accounts. They will also be responsible for keeping track of all publicity posts by Cabinet officers on social media. The Public Relations Officers will be responsible for all announcements at the end of each event. They will be responsible for all General Membership forms and work alongside the Treasurer to maintain an updated membership roster. Public Relations Officers will maintain and update scrapbook albums for the Fall and Spring semesters.

Media Officers (3): The Media Officers shall be in charge of keeping digital media-related records of all Akbayan activities, workshops and events through the use of any form of camera or video-recording device. They shall post digital media content on platforms where pictures and videos can be viewed by the public and all general members over the course of their term. Media Officers shall maintain and update the organization's website.

ARTICLE VII Nominations and Elections

Section 1: Only paid general members are eligible to hold office.

Section 2: Nominees must have a minimum overall cumulative GPA of 2.5 and a 2.0 GPA in the current semester of elections. They must also be a matriculated student and have good academic standing at San Jose State University. Upon declaring and before election, nominees must provide proof to the non-voting parties, President, and Advisor of Akbayan.

Subsection 1: Nominees who fail to provide proof by debates will be disqualified from election.

Section 3: All nominations of officers are made by secret ballot by the paid general members. Those that are nominated can only declare candidacy for one position at any given time during the election period. Nominations shall take place no later than three (3) weeks before the end of the Spring semester.

Subsection 1: There shall only be one (1) official list of candidates for the

elections of officers, which shall contain all the names of those candidates nominated according to the provisions of this Constitution.

- Section 4:* Election of the officers will take place no later than two (2) weeks after nominations are made either during a scheduled General Meeting or during a time designated as the election period after the announcement of the nominations. Upon the completion of the election period, appointed board members from each Board (Executive, Pillars, Programs, and Promotions), that are not a candidate of the current election, along with the President and Vice President will be present to count and verify voting results.
- Section 5:* During the voting round, a candidate running against opposition requires majority vote in order to be elected. A candidate running for a position unopposed requires 2/3 votes from the ballots in order to be elected.
- Section 6:* The nominee receiving the majority vote of all the members who fall under Article IV shall be installed at “pass down” prior to their term of office.
- Section 7:* No officers may be elected to more than two (2) consecutive terms for the same position. Nominees receiving a two-thirds (2/3) vote of all the active members shall be installed at the following meeting.
- Section 8:* Upon retiring, the President becomes a non-voting member of the Cabinet for one term only as long as they remains a student at San Jose State University.

ARTICLE VIII

Advisors

- Section 1:* The organization must have a university advisor. This person must hold at least a Bachelor Degree and be currently employed as a faculty or staff member by San Jose State University. A graduate assistant/intern may assume the advisor role if approved by the Student Involvement Staff.
- Section 2:* The Advisor shall be a non-voting member of the organization.

ARTICLE IX

Meetings and Workshops

- Section 1:* General Workshops and Cabinet meetings shall be held on Thursdays. Meeting times and locations shall be specified. General Workshops and Cabinet meetings shall alternate every other week. We shall have no less than six (6) General Workshops and (6) Cabinet meetings per semester. Meeting dates are subject to change with a majority vote from the Cabinet.

Subsection 1: Anyone is able to attend Cabinet meetings as long as they fill out a visitor request form upon the permission of the Secretary. If they do not follow the guidelines within the visitor form, then the President and Secretary may ask them to leave the meeting.

Section 2: A quorum of two-thirds (2/3) Cabinet present for any order of business to be conducted in meetings

Section 3: Special meetings are called for at the discretion of the officers, upon approval from the President. All officers and members shall be notified by email, telephone or by word-of-mouth if need be.

Section 4: The parliamentary of this organization shall be “Robert’s Rules of Order.”

Section 5: Only the Secretary and President may have their electronic devices out during the meeting unless a Cabinet member is approved by the Secretary prior to the start of the Cabinet meeting. In such cases, the devices may only be brought out for visual aids during the appropriate time stated by the Secretary; all notes must come from individual, non-electronic mediums.

Section 6: Two (2) questions are allowed per Cabinet member with a maximum of five (5) from all Cabinet members before an automatic request for discussion is required. If a discussion is needed, a request must be presented to the floor and seconded by another Cabinet member. The President or Secretary may at any time stop a conversation and/or any open-ended questions and save them for open forum.

Section 7: Tardiness in both physical (physically being late) and professional (late Cabinet reports, forms, etc.) aspects are unacceptable and subject to fines.

Subsection 1: Excuses for professional aspects are granted based off the validity of the reason presented to the President (or proxy) and the Secretary with at least one hour prior to the start of the meeting.

Subsection 2: A record of fines will be kept and maintained by the Secretary whereas the Treasurer will help record fines during each Cabinet meeting. Fines are collected by the Treasurer and will be donated to the cash box for general purpose use. All fines during Cabinet meetings must be paid immediately into the fine jar. All fines must be confirmed by the Treasurer first before being cleared. The amount of fines and consequences will be determined by the Secretary.

- Section 8:* There will be no tolerance for swearing, outbursts, eating, or any unprofessional behavior during the entirety of the Cabinet meeting. All speech must be acknowledged by the President (or proxy) prior to discussion.
- Section 9:* Item of the Week (IotW) will be determined by the Secretary and stated in the latest Cabinet minutes. This item will be hidden within the minutes to incentivize Cabinet officers to read through the information presented. The Cabinet officers must identify and bring the item to the next Cabinet meeting and cannot disclose the item with another member. Failure to bring the IotW will result in a fine.
- Section 10:* Each Cabinet officer shall provide a printed copy of a Cabinet report to each official meeting. Reports are due the day before each Cabinet meeting in order for the Vice President to prepare the meeting agenda.

ARTICLE X

Monetary Affairs

- Section 1:* Event funding requires that all budget requests must be presented and passed by two-thirds (2/3) majority vote by the Cabinet.
- Section 2:* Upon approval, reimbursements must be redeemed during the officer's active academic year on Cabinet.
- Section 3:* To be reimbursed, total spending must exceed \$20.00 and the officer shall provide the original receipts.
- Section 4:* Budget requests must be made three (3) weeks in advance of date needed to allow time for processing.
- Section 5:* Budget requests and reimbursements must include a detailed description on what each transaction was used for. All requests must include all original receipts, official quotes and/or invoices to be put in motion and processed by Associated Students.
- Section 6:* Emergency budget requests are for unforeseeable expenses only. Cabinet officers must plan accordingly to ensure that all other requests are voted on ahead of time.

ARTICLE XI

Cores

Section 1: Any Core is granted for any and all occasion, so as long as one (1) officer is present to give order. That officer will thus be head of the Core, with the Core being an extension of the board of that presiding officer—effectively making all members of the Core non-voting members of Cabinet that will be held to the same standard of Cabinet officers.

Section 2: The President is empowered to appoint such Cores, as he/she deems needful at any time, or on the majority vote of the Cabinet. The Core may be terminated at any time by the 2/3 vote of Executive Board. Presiding officers of the Core will be liaison between the Core and the Executive Board. All decisions pertaining to the Core must be approved by the Executive Board by 2/3 vote.

Section 3: Cores may include only active members. A Core will be appointed by any officer, who will then become the presiding officer, for a large event that the officer deems is necessary for the successful completion of the event. A Core will only answer to the presiding officer; with all planning, appointment, and operation directed only by the presiding officer.

Section 4: The vote of the majority in any Core shall be the vote of the Core.

Section 5: The following events and programs shall form a Core automatically each year:

- Ma"BOO"hay
- Friendships Games
- KAAMP
- PCN

ARTICLE XII **Amendments**

Section 1: Any paid general member can propose amendments.

Section 2: Amendments shall be proposed during regularly scheduled Cabinet meetings. Ratification or veto of amendments will be decided in the next scheduled Cabinet meeting. Knowledge of amendment provisions shall be given to all organization members prior to voting with one (1) week minimum notification.

Section 3: A two-thirds (2/3) majority vote of all Cabinet officers shall be necessary to pass all amendments.

Section 4: Approved amendments shall take effect immediately.

ARTICLE XIII **Events**

Section 1: For major Akbayan events and workshops, Cabinet members must provide a valid reason to be excused for their tardiness/absence by writing a formal business letter addressed to the Executive Board explaining their reasons. This letter must be turned in to the Secretary with at least 72 hours in advance.

Subsection 1: Tardiness and absences with good faith and/or immediate emergencies that are within 72 hours of the event/meeting are subject to approval and fines by the Executive Board on a case-by-case basis. An emergency is defined as any sudden endangerment to you or someone in your vicinity or close relation (e.g. car accident, hospitalization, fire, etc.).

Subsection 2: Practices and Akbayan events are excluded from this policy as long as the reason falls under school, work, or other Akbayan commitments. A formal letter does not need to be created but will have to notify the Executive Board and event lead(s) of your absence/tardiness. Proof may be requested if necessary.

Subsection 3: Call time for events will fall under 30 to 60 minutes before the event starts, and is determined by the event coordinator and President. There is a five (5) minute grace period before that member is considered late.

Section 2: Dress code for Cabinet meetings are determined by the Secretary and will be business casual, unless stated and hidden in the Cabinet minutes. Dress must not be inappropriate or distasteful.

- Business formal: Wear clothes that you would use for an event such as a business conference or business dinner.
- Business casual: Wear clothes that you would use for a job interview. Dress professionally and business-like using more relaxed & comfortable clothing.
- Akbayan casual: Any Akbayan produced wear.
- Casual: Regular comfortable, informal, and relaxed daily wear.

Subsection 1: Cabinet must wear their lanyards at all Akbayan and Akbayan-sponsored events unless stated otherwise by the Secretary or event lead.

Section 3: An Event Planning Sheet (EPS) and completion of a six-week (6) checklist is required for each event. The necessary steps (e.g. Room Requests, Media Requests, etc.) for an event, which is determined by the current elected Cabinet, must be followed.

Subsection 1: The Executive Board reserves the right to determine the validity of any event, meaning if the event will move forward or not. They must review the EPS, if provided, before coming to a conclusion.

ARTICLE XIV

Tabling

Section 1: The Akbayan table refers to the safe space for students to gather, connect, pay for transactions/dues, and learn about opportunities and events on campus.

Subsection 1: All transactions must be made at the Akbayan table by any present Cabinet officer or anytime with the Treasurer.

Subsection 2: The duties of Cabinet officers at the Akbayan table include, but not limited to:

1. Communicating information on the campus, future events and programs and anything of that nature to any general members and any passersby.
2. Completing transactions and writing receipts.
3. Maintaining standing and noise traffic around the table.
4. Keeping the table clean from any trash or mess.
5. Providing a professional image of the organization to the public.

Section 2: Unless otherwise stated by the Public Relations Officers, President and whoever stores the tabling equipment, the Akbayan table will be open four (4) days a week from Monday to Thursday for at least four (4) hours a day.

Subsection 1: Each Officer shall table for no less than a total of two (2) hours per week. The tabling schedule will be set by the Public Relations Officers. Two (2) Officers must be tabling at all times. Any Cabinet officer that misses their tabling shift will be subjected to consequences from the Public Relations Officers.

Subsection 2: During rush week in the Fall and Spring semesters, the tabling schedule will commence at an earlier time.

Subsection 3: The Akbayan table will be open at a tabling spot along 7th Street Plaza, unless extreme weather conditions or other hazardous occurrences arise, which must be approved by either the Public Relations Officers, President or whoever stores the tabling equipment. For rainy days, the table shall still be open within the Student Union or any other facility available.

Proposed revisions (highlighted) made on April 5th, 2018 and approved on April 19th, 2018 by VIBE 41 (2017-2018 Akbayan Cabinet).