

**THE CONSTITUTION
OF THE**



**ASIAN STUDENT
ASSOCIATION**

**OF
WRIGHT STATE UNIVERSITY**

The Constitution of the Asian Student Association of Wright State University

ARTICLE I. NAME

The name of this organization shall be the **Asian Student Association of Wright State University**, hereafter referred to as ASA.

ARTICLE II. PURPOSE

- A. To broaden each member's horizon.
- B. To encourage pride in our various ethnic backgrounds and heritage.
- C. To increase awareness of Asian culture in the student body.
- D. To foster social interaction between Asian students from different ethnicities.
- E. To provide a vehicle for Asian students to network and support one another.
- F. To voice issues of concern to the administration.
- G. To promote diversity at Wright State University.

ARTICLE III. ADVISOR

The advisor of ASA shall be the director of the Asian/Hispanic/Native American Center.

ARTICLE IV. MEMBERSHIP

- A. Membership is open to ALL Wright State University students, faculty and staff.
- B. Members must attend/participate/volunteer at least two full general meetings and/or events per quarter to be eligible to vote on ASA elections.
- C. A disruptive member may be dismissed from ASA after 2 warnings followed by a termination letter from the Executive Board and president with advisor's approval.

ARTICLE V. EXECUTIVE BOARD

- A. The Executive Board shall consist of all ASA Officers and Committee Chairs.
- B. No member of the Board may take on multiple positions on the Board unless there are extenuating circumstances, in which case, the duties of that unfulfilled position will be divided amongst the existing Board members until someone is elected to that position.

ARTICLE VI. DUTIES OF EXECUTIVE BOARD

- A. Creates agendas for Executive Board and General meetings.
- B. Attends all Executive Board meetings.
- C. Voices opinions on matters pertaining to ASA.
- D. Implements activities recommended by members.
- E. Assumes other duties as assigned.



- F. Attends all General Meetings and events unless there is a conflict with classes, illness, family problems, or work related issues. These must be documented if possible (i.e. doctor's note, class or work schedule, etc).
- G. Keep personal matters out of meetings, ASA events, and other ASA related activities.

ARTICLE VII. DUTIES OF OFFICERS, CHAIRS, AND OTHER POSITIONS

OFFICERS

A. President

- 1. Creates agendas and chairs all meetings.
- 2. Meets bi-monthly with advisor or more frequently as needed.
- 3. Serves as spokesperson for the club.
- 4. Oversees club operations and activities.
- 5. Serves on the AHNA Council.
- 6. Maintains two office hours per week.

B. Vice President

- 1. Chairs all meetings in the absence of the President.
- 2. Oversees Committee Chairs.
- 3. Oversees ASA representation in the House.
- 4. Serves on the AHNA Council.
- 5. Maintains one office hour per week.

C. Secretary

- 1. Takes minutes of meetings.
- 2. Distributes minutes over ASA listserv within a week.
- 3. Keeps track of meeting attendance.
- 4. Keeps an up-to-date roster of members.
- 5. Sends out emails of club's meetings and/or activities.
- 6. Performs other duties as assigned.

D. Treasurer

- 1. Keeps track of all expenses.
- 2. Creates two budget summaries: mid-year and end-of-the-year.
- 3. Pays all bills.
- 4. Assists with fundraising.
- 5. Orders foods for meetings.

COMMITTEE CHAIRS

E. Social Chair

- 1. Generates ideas and plans social events.
- 2. Works with marketing chair to advertise events.
- 3. Performs other duties as assigned.



F. Fundraising Chair

1. Selects appropriate fundraising activities (Fall Fest, Valentine's Day, Christmas, Chinese New Year, Asian Culture Night and May Daze).
2. Seeks members' participation in fundraising events.

G. Community Service Chair

1. Plans charity events for ASA members to get involved.
2. Plan for ASA's involvement in Relay for Life and other events

OTHER POSITIONS

H. ASA Representative to The House

1. Attends and signs in for ASA & the AHNA Council at The House meetings during Fall, Winter and Spring.
2. Informs participants of ASA activities at meetings and distributes flyers to everyone.

I. Webmaster

1. Maintains an updated ASA website and/or ASA Facebook Group page.
2. Posts ASA activities, meetings, and minutes on the website.

J. Historian

1. Research Asian American history and issues.
2. Present findings at ASA general meetings.

ARTICLE VIII. ELECTIONS

- A. Election of new Executive Board (Officers only) will be held during the eighth week of the Spring quarter. The new E-Board takes office at the end of Spring quarter. The term of office is one year.
- B. Dedicated members are eligible to sign up for chair positions. The sign-up list will be posted at the Asian/Hispanic/Native American Center during election period. The Committee Chairs and other positions will be selected by a panel consisting of the newly elected Officers: the President, Vice-President, Secretary, and Treasurer. Candidates will interview with the newly elected officers for the Committee Chairs and other positions. Candidates who fail to be elected into Officer positions (President, Vice-President, Secretary, and Treasurer) are eligible to declare their candidacy for the Committee Chairs and other positions if they choose to do so. All Committee Chairs and other positions must participate in the interview process in order to receive consideration for the positions. The Committee Chairs and other positions will be selected by simple majority vote from the selected Officers consisting of the President, Vice-President, Secretary, and Treasurer. In an event of a tie, the Advisor of the Asian Student Association will have the tie-breaker vote between the tied candidates.
- C. The Officers (President, Vice President, Secretary, Treasurer) shall be elected by simple majority vote.



ARTICLE IX. ELIGIBILITY TO RUN

- A. Previous accountable Officers on the Executive Board and dedicated committee chairs are eligible to run for an Officer's position.
- B. Candidates for Officer positions will deliver speeches on the designated Election Meeting date. Candidates for Committee Chairs will deliver speeches in front of the newly selected Officer on the designated Interview date. Candidates for President, Vice President, Secretary and Treasurer must prepare a speech that is between 5 and 10 minutes in length. Candidates for Committee Chairs and other positions must prepare a short speech that is 3 minutes maximum. Maximum time limit for questioning any candidate will be 30 minutes.
- C. To run for President and Vice President positions, candidates will have to have previously served on the E-Board as Treasurer or Secretary; or have served as a Chair for a minimum of 1 year.
- D. Members who have not previously served on the Executive Board are eligible to run for Chair positions only. There will be an application process for any member wishing to run for President, Vice-President, Secretary, or Treasurer.

ARTICLE X. ELIGIBILITY TO VOTE

- A. Previous Executive Board members are allowed to vote.
- B. Members must attend/participate/volunteer at least two full general meetings and/or events per quarter to be eligible to vote on ASA elections. Members must have signed in on the available sign-in sheets at events and meetings for there to be a record of who is active in ASA.
- C. Names of eligible voters will be on the "eligible voters" list on election day.

ARTICLE XI. OFFICER REQUIREMENTS

- A. Must be a full-time undergraduate or graduate student with at least a 2.5 grade point average.
- B. Attends ASA meetings, at least 2 per quarter, and/or is actively involved with the club.

ARTICLE XII. COMMITTEE CHAIR REQUIREMENTS

- C. Must be a full-time undergraduate or graduate student with at least a 2.0 grade point average.
- D. Attends ASA meetings, at least 2 per quarter, and/or is actively involved with the club.

ARTICLE XIII. MEETINGS

- A. The time and frequency of meetings shall be determined each quarter at the beginning of the quarter by the Executive Board.



B. The advisor shall attend at least one meeting per quarter.

ARTICLE XIV. IMPEACHMENT AND RESIGNATION

A. RESIGNATION

1. Board member must submit a letter to the Board and the advisor.
2. A meeting will be held to discuss resignation.
3. Resignation will be effective immediately following Board approval.
4. If a Board member resigns, members may vote on which Board member can fulfill that position, or elect a member, provided that the member is eligible, to be in that position.

B. IMPEACHMENT

1. Statement alleging abuse of office or inadequacy to fulfill the duties of that office must be submitted to each member of the Board and an Emergency Executive Board Meeting will be held if that officer has received a maximum of 2 warnings before impeachment.
2. Based on Board and advisor deliberations, a vote of no confidence will take place.
 - a. A majority vote will result in request of member to step down from his/her position by an assigned date.
 - b. Failure to leave the position voluntarily by the aforementioned date will result in officer's immediate removal.
3. The vacant position will be open to eligible Board members to apply. The position will be fulfilled by whoever receives majority vote.

ARTICLE XV. SUCCESSION IN OFFICE

- A. If the President is unable to uphold his/her duties, the Vice President will assume the office for the remainder of the term.
- B. The order of succession shall be:
 1. President
 2. Vice-President
 3. Secretary
 4. Treasurer
 5. A member of Executive Board through nomination and subsequent approval.
- C. Any other vacated position may be filled by the Executive Board through nomination and subsequent approval.

ARTICLE XVI. AMENDMENTS

- A. A member may propose an amendment to the Constitution by formal submission in writing to all members of the Executive Board.



- B. The aforementioned amendment shall be discussed at the next designated Executive Board meeting.
- C. Upon a majority vote, the Constitution shall be amended.

ARTICLE XVII. RATIFICATION

This constitution shall become effective immediately upon majority approval by the members of the Asian Student Association Executive Board.

--Revised September 5, 2011

