

# **Asian Student Association**

## **Wright State University**

### **CONSTITUTION**

#### 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.

#### 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 Asian students, the Wright State University's student body, faculty and staff.
- B. Members must attend at least two full general meetings per quarter to be eligible to vote on ASA elections.

#### ARTICLE V: EXECUTIVE BOARD

The Executive Board shall consist of all ASA officers and chairs.

#### 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.

## 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. **Marketing Chair**

1. Works with Social Chair to market club events.
2. Works with Secretary to send out emails.
3. Creates flyers and distributes.
4. Maintains contact to utilize campus resources to publicize events such as:  
The Guardian, the House, etc.

5. Sends events to Student Activities so it can be posted on-line.
6. Performs other duties as assigned.

**G. 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 the fundraising event.

**H. Community Chair**

1. Plans charity events for ASA members to get involved. For example, Christmas gift wrapping, volunteering with the March of Dimes, etc.

**I. Tutoring/Freshmen Projects Chair**

1. Seeks volunteer tutors from different majors to tutor freshmen as requested.
2. Establishes a test bank.

**OTHER POSITIONS**

**J. 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.

**K. Editor of InformAsian**

1. Publishes quarterly newsletter.
2. Solicits articles for the newsletter.
3. Performs other duties as assigned.

**L. Webmaster**

1. Maintains an updated ASA website.
2. Updates new E-Board beginning each Fall.
3. Posts ASA activities, meetings, minutes on the website.
4. Posts ASA newsletter "InformAsian" on the website.

**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 newly elected President can also appoint qualified individuals to serve as committee chairs. He/She has the authority veto the appointment of committee chairs, with E-Board approval.

- C. The E-Board shall be elected by simple majority vote.

#### ARTICLE IX: ELIGIBILITY TO RUN

- A. Previous accountable officers on the E-Board are eligible to run for a different officer's position.
- B. Candidates for President, Vice President, Secretary and Treasurer shall prepare a short, 3-minute speech on why they are running for election on Election Day.
- C. To run for President and Vice President positions, candidates will have to have previously served on the E-Board.

#### ARTICLE X: ELIGIBILITY TO VOTE

- A. Previous officers are allowed to vote.
- B. Only members who have attended at least two (2) general meetings per quarter are eligible to vote.
- 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 2.0 grade point average.
- B. Attends ASA meetings, at least 2 per quarter, and/or is actively involved with the club.

#### ARTICLE XII: 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 XIII: IMPEACHMENT AND RESIGNATION

##### RESIGNATION

- A. Board member must submit a letter to the Board and the advisor.

- B. A meeting will be held to discuss resignation.
- C. Resignation will be effective immediately following Board approval.

#### IMPEACHMENT

- A. Statement alleging abuse of office must be submitted to each member of the Board and an Emergency Executive Board Meeting will be held.
- B. Based on Board and advisor deliberations, a vote of no confidence will take place.
  - 1. A majority vote will result in request of member to step down from his/her position by an assigned date.
  - 2. Failure to leave the position voluntarily by the aforementioned date will result in officer's immediate removal.

#### ARTICLE XIV: 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.
  - 1. The resulting vacated office may be filled by an Executive Board nominee following subsequent approval.
- B. Any other vacated position may be filled by the Executive Board through nomination and subsequent approval.

#### ARTICLE XV: 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 XVI: RATIFICATION

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

--Revised June 25, 2007