

Auburn Asian Association Constitution and Bylaws

PREAMBLE

The purpose of Auburn Asian Association (AAA) at Auburn University is to promote cultural, political and historical awareness of Asian and Asian Americans and support the promotion of all cultures and ethnicities. Our goals are to provide stimulating education medium for its members, build communication and leadership skills through teamwork, and maintain public relations with the community through outreach.

ARTICLE I - NAME

Section 1: The name of the organization shall be the Auburn Asian Association.
This program is not affiliated to any national level organization.

ARTICLE II - MEMBERSHIP

Section 1: Membership in the Auburn Asian Association shall be eligible to any students enrolled at Auburn University, who are interested in furthering their knowledge and involvement on campus on Asian American issues as well as other multicultural issues.

Section 2: To obtain active member status, students must complete the membership application. To remain an active member, students must attend a majority of meetings and events annually (i.e. a simple majority constitutes attendance to over one-half of meetings and events).

Section 3: Members may renew their membership the following academic year. Members will obtain renewed membership only if enrolled at Auburn University.

Section 4: Membership benefits:

- A. The right to vote in any general meeting
- B. The right to take advantage of all events sponsored by Auburn Asian Association.
- C. The right to run for an officer position.

Section 5: Membership responsibilities:

- A. Keeping good attendance at meetings
- B. Reading, knowing, and adhering to the constitution and bylaws that govern this organization.
- C. Assisting in the organization's programming and projects.
- D. Representing the organization in a positive manner by adhering to the university code of conduct as stated in the Tiger Cub.

ARTICLE III- EXECUTIVE BOARD

Section 1: The Executive Board shall be the governing body of Auburn Asian Association and shall consist of the President, Vice President, and Treasurer.

Section 2: The duties of the Executive Board officers are as follows:

- A. The President shall
 - Preside at all regular and special meetings of AAA.
 - Represent AAA at all appointed meetings.
 - Be responsible for coordinating the functions of his/her officers, maintain the organization and the structure of its committees, and hold executive members accountable to job expectations.
 - Coordinate the transition process for newly elected board members.
- B. The Vice President shall
 - Assist in all duties of the President.
 - Assume the office and duties of President in lieu of an absence.
 - Prepare agendas for Executive and General AAA meetings.
 - Record minutes at all General Meetings and Executive Board meetings and send to AAA Advisory Board and AAA members within 3 days of all meetings.
 - Maintain accurate attendance of the members at all AAA general meetings and Executive Board Meetings.
 - Notify all members of AAA meetings and events at least 48 hours in advance via email.
 - Keep all files and calendars and make them available upon request of the general membership and officers.
 - Reserve venues for events and meetings.
 - Perform any additional duties that are assigned by the President or designated in this constitution.
- C. The Treasurer shall
 - Be responsible for all financial correspondence pertaining to AAA.
 - Take the place of the Vice Presidents and President in the event of their absence.
 - Make sure all paperwork is processed in a timely manner and all expenditures receive appropriate approvals prior to the expenditure.
 - Perform any additional duties that are assigned by the President or designated in this constitution.
 - Be responsible for acquiring external funds if and when needed.
 - Shall review and formulate the organization's budget for the upcoming year and present it the responsible parties. The budget may be formed in conjunction with the advisor and other officers.

Section 4: The Executive Board and advisor shall meet weekly and when necessary.

Section 5: The Executive Board shall be responsible for submitting semester reports indicating membership, activities, and service projects completed to date or planned for the academic year to the Office of the Dean of Students. The fall report must be completed by December 15th and the spring report must be completed by April 15th.

Section 6: The Executive Board will be responsible for carrying out the resolutions and policies of this constitution, and is solely responsible for analyzing any particular problems in the organization and bringing about changes in policy and preparing amendments and revisions to this constitution as necessary with the advisor's and member's approval.

Section 7:

- A. Executive Board members are allowed two (2) excused absences per semester from all meetings. Any absence thereafter may result in dismissal from their Executive Board position and title. If an Executive Board member arrives more than fifteen (15) minutes late to any meeting, this tardiness will be counted as an unexcused absence unless prior notification has been given. Extreme circumstances will be viewed on a case-by-case basis.
- B. Executive Board members are allowed two (2) unexcused absences per semester from all events. Any absence thereafter may result in dismissal from their Executive Board position and title. If an Executive Board member arrives more than fifteen (15) minutes late to any event, this tardiness will be counted as an unexcused absence unless prior notification has been given. Extreme circumstances will be viewed on a case-by-case basis.

Section 8: Any officer may resign from their office at any time by submitting a letter of resignation to the Executive Board and the advisor with at least one month notice.

Section 9: The elected officers of this organization will hold no more than two terms in the same office.

Section 10: The Executive Board is responsible for overseeing the functions and direction of the committees.

ARTICLE IV- Advisor

Section 1: There shall be an advisor(s), appointed by the Office of the Dean of Students who shall provide the organization with information, appropriate guidance, leadership training, assistance with event planning, and counseling that is normal and customary for student organizations comparable to the level received by current Student Activity Projects (SAPs).

ARTICLE V- Directors

Section 1: The responsibilities of directors are as follows:

- A. Outreach Director
 - In charge of recruiting new members, especially by organizing SGA O-days and maintaining strong membership throughout the year.
 - Responsible for maintaining an alumni base.
 - Act as a liaison and representative of AAA to other on campus organizations and departments.
 - Shall oversee the Outreach Committee.
- B. Cultural Director

- Keep members aware of the political and cultural issues facing Asian and Asian Americans (i.e. create dialogue during meetings and events).
 - Must coordinate activities addressing current cultural issues to members including but not limited to conferences, summer internships, and retreats.
 - Take pictures at meetings and events.
 - Responsible for overseeing the design and attainment of T-shirts to promote the organization.
 - Assist and help the Programming Director if and when needed.
 - Shall oversee the Conference Committee.
- C. Publicity Director
- Oversee publicity for all AAA sponsored events.
 - Oversee the creation of a scrapbook containing the year's events.
 - Responsible for overseeing the design and attainment of calendars for Awareness Month.
 - Shall oversee the Publicity Committee.
- D. Programming Director
- Must coordinate various events including but not limited to workshops, movies, and performances in a timely manner.
 - Shall oversee the Programming Committee.

Section 2: The Directors will meet with the Executive Board every other week and when necessary.

Section 3: Directors may appoint outstanding members as assistant directors; however, they will not be official officers.

Section 4: The Directors will also aid the Executive Board with the completing the semester reports and perform any additional duties that are assigned by the Executive Board or designated in this constitution

Section 5: Any Director may resign from their office at any time by submitting a letter of resignation to the Executive Board and the advisor with at least one month notice.

Section 6: The elected Directors of this organization will hold no more than two terms in the same office.

ARTICLE VI-Committees

Section 1: Auburn Asian Association shall include the following Committees, with oversight from the Executive Board and the Directors:

- The Programming Committee shall be overseen by the Programming Director. The committee shall be responsible for organizing various programs throughout the year such as social activities, speakers, performers, and workshops.
- The Publicly Committee shall be overseen by the Publicity Director. The committee will be responsible for promoting AAA events by designing

publicity criteria as listed in the publicity checklist, as well as for updating the AAA website.

- The Outreach Committee shall be overseen by the Outreach Director. The committee shall be responsible for getting AAA members involved with community service projects and pursuing sponsorship for AAA events. At least one major service project will be carried out each year. Furthermore the committee will help with any other responsibilities of the Outreach Director.
- The Conference Committee shall be overseen by the Cultural Director. The purpose of this committee is to further AAA's involvement with Asian American conferences held in the region such as SERCAAL, in the hopes that Auburn will be able to host such a conference.

Section 2: If necessary, members may be appointed to carry out the following tasks:

1. Photographers: Take pictures at all AAA sponsored events/meetings.
2. Website Coordinators: AAA website should be a resource for both prospective and current members including but not limited to current calendar of events/meeting, pictures from events, constitution, relevant links, and contact information.
3. Designers: Be able to come up with concepts for calendars, t-shirts, publicity.
4. Transporters: Members who would be able to pick up or drop of performers/speakers if their schedule permits.
5. Liaisons: Act as contacts representing AAA in other organizations.

Section 3: The Executive Board, as necessary, shall appoint additional committees and task forces of special interests/concerns of AAA.

ARTICLE VII- ELECTIONS

Section 1: Executive Board applications shall be available one month before the interview week and are due two weeks prior to the interview week.

Section 2: The executive board will be selected by the outgoing executive board, advisor, and a non-biased individual through an application and interview process. The interview process shall be before spring break. Returning officers shall be interviewed first.

Section 3: Any active member of Auburn Asian Association can run for an Executive Board's and Director's position.

Section 4: Director's applications shall be available during the first week of March and are due two weeks from the date available.

Section 5: Interested Director Applicants are required to attend a mandatory information meeting prior to the application due date.

Section 6: Director Candidates will be required to present their platform and then participate in an open forum at the last general meeting followed by the elections.

Section 7: Directors will be elected by a forty percent majority vote of the members at the previous general meeting. If no candidate can fulfill that requirement then there will be a run-off between the two candidates with the highest percentage of votes.

Section 8: The following procedures shall govern Director's elections:

- A. Elections shall be held during the Spring Semester of every academic year. Each director position will be for a 12 – month period beginning on May 1st and ending April 30th.
- B. There shall be no absentee voting unless approved by the Executive Board.
- C. Positions shall be voted on in the following order: Programming Director, Publicity Director, Cultural Director, and Outreach Director.
- D. In the event of a tie there shall be a run off election between the two candidates who received the most votes. If a tie continues than the position shall be filled by both candidates.

Section 9: The Executive Board and the Advisor reserve the right to ask for a meeting with candidates for specific reasons prior to member voting.

Section 10: The month of April, being the Awareness month, shall be used as a turnover period for new officers.

ARTICLE VIII-GENERAL ASSEMBLY MEETINGS

Section 1: General AAA meetings shall be held on a schedule agreed upon by the Executive Board and Directors, and a majority of AAA members.

ARTICLE IX-AMENDMENTS

Section 1: The power to present plans to amend or repeal any section of the Constitution rest in the Executive Board. Actions within the Constitution must be approved by a majority of the active members.

ARTICLE X – CONSTITUTIONAL REVIEW

Section 1: There shall be an extensive constitutional review every two (2) years that will be ratified by a simple majority.

ARTICLE XI- BYLAWS

Section 1: Bylaws, when consistent with the Constitution, shall be adopted, amended, or repealed by a majority vote by active members. Any active member of AAA can present action within the Bylaws to the Executive Board and the advisor for approval, at which time the proposed action will be presented before the members at the next general AAA meeting.

Auburn Asian Association Bylaws

TITLE I - ACTIVE MEMBER STATUS

Section 1: All students eligible for membership that are either unable to fulfill active membership requirements for the Fall Semester or wishing to apply for membership for the Spring Semester, shall be granted automatic active member status until 2 meetings in one semester are missed (upon the completion of 4 meetings.)

TITLE II - Conferences

Section 1: Several conferences exist that try to network members in different Asian American association from many universities. Depending on funding, AAA shall sponsor members to be representatives of the organization and the university as a whole.

Section 2: Only active AAA members can attend conferences through AAA sponsorship and the number of representatives will be at the discretion of the Executive Board.

Section 3: Conference attendees shall be required to write a written report on the conference (length dependent on number of representatives but minimum 5 pages) and an oral presentation preferably with PowerPoint, however other creative presentation ideas are also appreciated.

Section 4: Students will not be reimbursed for food that is not included in the registration fee for a conference.

TITLE III - EXECUTIVE BOARD TRANSITION

Section 1: Incoming and outgoing Executive Board Officers shall hold a transition meeting(s) on an agreed upon time after elections.

Section 2: Previous officers should assist the newly elected officers by sharing information necessary for the execution of responsibilities, submitting a written recapitulation of the activities of AAA, and settling all matters relating to their position.

TITLE IV - SPECIAL ELECTIONS

Section 1: Special elections needed to fill offices vacated over the summer or during the semester shall be filled in a special election to take at general AAA meeting following chosen at the discretion of the remaining Executive Board members.

Section 2: AAA members that held active member status upon the special election meeting shall have exclusive voting power in such an election.

TITLE VI - VOTER ELIGIBILITY

Section 1: AAA members, of active member status, shall be eligible to cast votes for matters of the Constitution and Bylaws.