

# **Asian Student Association**

## *Constitution*

### **Preamble**

We, the students at the University of Delaware, do hereby form the organization known as the Asian Student Association for the purpose of preserving, promoting, enhancing appreciation, and knowledge of the Asian culture. By sharing its illustrious history, vibrant languages, and the myriad of experiences to the university population and surrounding area. The Asian Student Association is dedicated to fostering a sense of community among Asian and non-Asian descendants alike, as well as to increase awareness and celebration of the East Asian diversity on campus.

### **Article I – Name**

The organization shall be known as the Asian Student Association, referred to by ASA.

### **Article II – Object**

The mission of ASA is to encourage and support the diversity of the University by uniting all people who share the interest in learning, respecting, and comprehending the Asian culture. By providing the opportunity for communication, relation, and activities with the local community, partakers will benefit from the exposure of an international perspective. Traditional Asian holidays and festivals will be observed and celebrated. Asian art, music, and writings will be represented and shared. Social activities and discussions of various topics will take place; and any other activities supported by ASA will be ensued. ASA also encourages the exposure of all cultural aspects not only with ASA, but with other student cultural groups on campus.

### **Article III – Membership and Dues**

All full-time matriculated undergraduate students at the University of Delaware who agree with the purpose and object of this organization may become a member of ASA. Graduate students, University staff/faculty, and part-time may join as associate members. As an associate member, these individuals are unable to vote in general elections for executive board. Before becoming an official ASA member, annual membership dues must be fulfilled, which the ASA Executive Board will determine based on the purpose and necessity of the organization. ASA encourages the active participant of those who enroll as members and associate members. Any member who knowingly violates the Constitution of ASA may have his or her membership suspended or revoked by majority vote of the Executive Board.

## **Article IV – Non-Discrimination Clause**

The ASA agrees to adhere to all policies and procedure of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official student handbook and other policies and procedures provided by the University. This organization is a viable, functioning organization, composed of at least six full time undergraduate students and we do not discriminate on the basis of race, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.

## **Article V – Officers**

The ASA executive board will consist of a responsible and dedicated President, Vice President, Treasurer, Secretary, Public Relations Chair, Historian, and Webmaster. The board may form additional Executive Board positions or committees when the demand for new positions is necessary. The obligations stated below are not absolute and other officers may undertake some responsibilities of another's when applicable.

### **Section 1: President**

This organization shall have a President with the duties of handling day-to-day affairs and supervising functions. The President is responsible for calling and running ASA meetings, as well as preparing the agenda for each meeting. The President shall be responsible for the registration of the Registered Student Organization and all required paperwork for the continuation of the organization, including the End of the Year report (Annual Report), Summer Contact Information, Annual Survey, RSO Questionnaire, as well as satisfying all mandatory Presidential requirements set forth by the Activities and Programs Office. The President has the obligation of checking the emails and organization mailbox in the Activities and Programs Office, then disseminating all information accordingly. The President will help to appoint all standing and special committees.

### **Section 2: Vice President**

The Vice President shall serve the role of the President if the President is absent, unable to serve the duties of President, or if the President resigns until the next elections. The Vice President will assist the President with daily operations as needed. The Vice President is also responsible for managing ASA's philanthropy pursuits by being the liaison with that philanthropy, distributing the appropriate information to the appropriate persons in the organization, and arranging those fundraisers, activities, and events necessary to achieve the goals on campus.

### **Section 3: Treasurer**

The Treasurer shall be responsible for all group expenditures and revenues. The Treasurer shall write any checks by the organization for the purpose of the organization, have checks signed by the appropriate administrators, make reimbursements to officers within a reasonable amount of time, maintain all group ledgers and financial records, and satisfy all mandatory Treasury requirements set forth by the Activities and Programs Office. The Treasurer is also responsible for preparing budget proposals to request funds from the Allocations Board. The Treasurer is expected to report the financial status of the organization to the Executive Board as requested. The Treasurer is also responsible for collecting all ASA dues and fees, purchasing and bringing refreshments to general meetings when planned, as well as purchasing any provisions needed for the organization. In addition, before upholding this office the newly elected Treasurer must complete all training sessions required by the University of Delaware.

### **Section 4: Secretary**

The Secretary shall record and maintain a folder of permanent records of all the events and meetings of this organization, minutes of meetings, attendance of those present at meetings and events, and the membership list to officially report to the Treasurer and pass on accurate information to the succeeding Executive Board. The minutes of Executive Board meetings must be typed and emailed to the officers as attachments within 4 days of the meeting. The minutes of general meetings must also be typed and then emailed to the Webmaster so they may be placed on the website. The Secretary, in addition, must maintain the email database, is in charge of inter-club correspondence and must reserve rooms and locations for all meetings and events.

### **Section 5: Public Relations Chair**

The Public Relations Chair shall be responsible for promotion of the group and the events. This includes making posters and flyers, getting them properly approved by Events Services' and Residence Life's rules, and being in charge of posting them on bulletin boards around campus at least two weeks in advance of the activity or event. The Public Relations Chair also must advertise the information on the University Events webpage and submit press releases to the appropriate media (The Review, News Journal, WVUD Radio, STN, etc). The Public Relations Chair will also oversee the preparation and operation of both Activities Nights each semester.

### **Section 6: Historian**

The Historian shall be responsible for the documents and update of the official ASA records and files. The Historian is in charge of the photography, video, recordings, and

the designing and assembling of albums and/or scrapbooks of the activities and events that occur over the academic year.

### **Section 7: Webmaster**

The Webmaster shall be responsible for the regular upkeep of the ASA website and have it approved by the Executive Board. The Webmaster is also responsible for passing on any information or concerns sent by members of the organization or community to the appropriate Officers. The Webmaster is responsible for applying for the Registered Student Organization homepage every fall to keep the webpage up and running smoothly.

### **Section 8: Qualifications**

All Executive Board Members must be full-time matriculated undergraduate students at the University of Delaware and fulfill the membership requirements at the time of election. Potential candidates for the President, Vice President, and Treasurer must have been active (participating in 50% or more events) ASA members for at least one year previous. The President must have already served as another official in ASA, unless no qualified student wishes to become the President, in which case the President position becomes open for election.

### **Section 9: Elections**

The Elections shall be held during the Spring Semester of the current year for next year's Officers. Officer duties and expectations will be formally discussed at a general ASA meeting and interested people must affirm which position they will be running for by the Executive Board Candidate deadline in writing. At the beginning of the Elections meeting, all Officer Candidates will introduce themselves and share their goals and motivations for the organization, followed by written secret ballot. All active and paid ASA members present at the Elections meeting are eligible for voting. Ballots will be calculated by the current Executive Board during the meeting and results by majority vote will be announced at the end of the meeting. In the event there is a tie, the current Executive Board will elect the new Officer by majority vote. Newly elected Officers are required to attend an Orientation Transition Meeting where current Executive Board members further explain their roles and share ASA's plans for the upcoming year. Throughout the rest of Spring Semester, the newly elected Executive Board members will be shadowing the current Executive Board members to become familiar with the policies and procedures of running the organization. Officers assume their roles the following academic year and serve for a term of one academic year.

## **Section 10: Procedure of Disciplining/ Removal of Officers**

If any Officer knowingly violates this Constitution or fails to perform their duties, that Officer will be given verbal and written notice, communicating the concerns. After two weeks, if the person has not improved, he or she will have a fair hearing in front of the Executive Board, at which time the Executive Board will vote to discipline, suspend, or remove the officer. A majority vote of the Executive Board is necessary before any disciplinary action is taken. A new Executive Board member would be solicited from the membership.

## **Section 11: Resignations**

Any Officer resigning from his or her position must give sufficient notice to the Executive Board. A formal resignation letter must be submitted to and approved by the ASA Advisor and ASA Executive Board. The position will be open to all members eligible for office and elections will proceed as usual to fill the vacancy as soon as possible. In the event the President wishes to resign, the Vice President will then take over as President until the next time Elections occur.

## **Article VI – Meetings**

The ASA general meetings will be held regularly (at least monthly) during both the Fall and Spring Semesters. The ASA Executive Board meetings will be held bi-monthly per semester, as scheduling constraints allow. Contact between the Executive Board and/or a member of the Executive Board with the ASA Advisor should occur at least monthly through specific methods of communications (meetings, phone, or email) under the discretion of the current Executive Board and Advisor. All meetings and locations will be announced in advance.

## **Article VII – By-Laws**

ASA will conduct itself in accordance and shall establish by-laws to carry out the policies set forth in this Constitution and with the policies and procedures set forth by the University of Delaware. A majority vote is required to approve by-laws or changes in existing by-laws.

## **Article VIII – Ratifying the Constitution**

Ratifying this Constitution requires majority vote of the membership of ASA and approval by the Activities and Programs Office.

## **Article IX – Amending the Constitution**

Amending the Constitution requires majority vote of the entire membership of ASA and advance notice to all members of the proposed change.

## **Article X – Disbursal of organizational assets should the group become defunct**

**The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct.**

**Article X – Signatures**

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President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Coordinator

\_\_\_\_\_  
Date

Late Updated: February 22, 2009