

CONSTITUTION OF THE ASIAN STUDENTS ASSOCIATION AT NORTH CAROLINA STATE UNIVERSITY

PREAMBLE

The Asian Students Association is established for the good of all students and the University as a whole. Its purpose is threefold: to act as 1) a social, 2) an educational, and 3) a service organization.

- 1) ASA will provide various social gatherings, with the intentions of allowing ASA members and all other interested students to interact. These social gatherings will also serve as an opportunity to further an atmosphere of mutual understanding and respect among members of the University community.
- 2) ASA will plan various events with the intentions of educating ASA members as well as the University community, at large, of the Asian culture. These events will seek to promote ethnic and cultural awareness, as well as providing an open forum for an exchange of ideas and concerns.
- 3) ASA will promote active service, in an effort to share in the responsibility for the University community. In doing so, ASA seeks to allow members to become more socially aware and responsive to the needs of society.

ARTICLE I

NAME: The name of this organization shall be the "Asian Students Association at North Carolina State University", hereafter referred to as ASA. The ASA is not affiliated with a larger nation-wide organization, but is unique to North Carolina State University's campus.

ARTICLE II

MEMBERSHIP: Full membership in this organization shall open to all registered students of North Carolina State University who hold interest in the Asian culture without regard to race, sex, religion, national origin, handicap, age, veteran status, or sexual preference except where prohibited by law. Individuals not registered at North Carolina State University can become an honorary member through a two-thirds vote of approval by the ASA membership.

ARTICLE III

OFFICERS: Any recognized member of ASA shall be eligible to hold an office. Associate members shall not be eligible to hold office in the organization, but may participate through membership on the Standing Committees. Elections for holding office shall be held at the end of the Spring semester and the term of office shall commence with the next meeting following the election. The term of office shall be one year.

The organization has the power to reprimand its officers by impeachment, dismissal or other means which might be decided upon. Grounds for such action would include conduct unbecoming an officer of this organization or failure to perform his/her prescribed duties.

The officer under question should be notified of the charge well in advance and shall be given an opportunity to present defense in his/her behalf before the members acting as judges. It shall require a two-thirds majority present to dismiss or discipline an officer. A dismissed officer has the right to petition the Executive Committee for reinstatement as a member of the organization the semester following his/her dismissal.

The officers of ASA shall be: 1) President, 2) Vice President, 3) Treasurer, 4) Secretary.

THE PRESIDENT: The president shall preside at all meetings and shall call special meetings if he/she deems it necessary. He/she shall keep himself/herself informed of the activities of the organization and shall be an ex officio member of all committees. He/she shall have the power to appoint Special Committees and members thereof. He/she shall maintain contact with the committee chairpersons. He/she shall have the power to delegate responsibility.

THE VICE PRESIDENT: The vice president shall preside over all meetings when the president is absent. He/she shall be responsible for all duties delegated to him/her by the president.

THE TREASURER: The treasurer shall receive and be responsible for all the organization's finances. He/she shall have the power to sign the checks of the organization. He/she shall report to the membership of the organization as to the financial standing at least once a semester.

THE SECRETARY: The secretary shall keep the minutes of each meeting and shall be responsible for notifying members of upcoming events. He/she will be responsible for any necessary letter writing and any other general business which the President delegates to him/her.

ARTICLE IV

FINANCES: The organization's finances shall come from the fund-raisers and voluntary donations. Dues shall be required from all members. Dues for the club shall in the form of special assessments voted on by a majority of the club members present and voting.

ARTICLE V

AMENDMENT: It shall take a two-thirds majority vote of the active members present to pass any proposed constitutional amendment. Any amendment proposed shall not be voted upon until one meeting after its presentation.

The Executive Committee shall be empowered to accept or reject any constitutional amendment. If its decision is overridden by a two-thirds majority vote of the members, the Executive Committee's decision shall be null and void.

RATIFICATION: Ratification of the Constitution shall require approval of at least two-thirds of the members present, the Student Government Legislature, the Student Life Committee, and recognition by the faculty of North Carolina State University.

ARTICLE VI

MEETINGS: The regular meetings of the organization shall be once a month. The time, place, and day shall be decided by the Activities Committee.

ARTICLE VII

EXECUTIVE COMMITTEE: The Executive Committee shall be composed of the four officers, the heads of the two standing committees, and the faculty sponsor. The Committee shall have the power to make recommendations as prescribed in the constitution. The Committee shall be empowered to decide upon questions which may arise between the regular meetings and its decisions shall be presented to the membership at the next meeting.

If vacancies arise in offices or other Executive positions, the following order of succession shall be followed. If the office of President is vacated, the line of succession shall fall to the Vice President. Vacancies occurring in the offices of Vice President, Secretary, and Treasurer shall be filled by taking nominations from the floor. The nominations shall be voted upon by the organization and a majority vote shall be required to fill the vacancy. A vacancy in the position of Faculty Advisor shall be filled by majority vote of members present. The President shall fill vacancies of the committee chairs by appointment.

ARTICLE VIII

There shall be two Standing Committees of ASA, and they shall be as follows:

The ACTIVITIES COMMITTEE: The Activities Committee shall be responsible for planning and presenting programs.

The PUBLICITY COMMITTEE: The Publicity Committee shall be responsible for the advertisement of all regular meetings and any activities that the organization may present.

COMMITTEE CHAIRPERSONS: Chairpersons of the Standing Committees shall be appointed by the President.

COMMITTEE MEMBERSHIP: Members of the organization who are not on the Executive Committee shall constitute the membership of the Standing Committee on a Voluntary basis.

ARTICLE IX

FACULTY ADVISOR: The Faculty Advisor for the organization shall be any member of the North Carolina State University Faculty that has interest in the organization. He/she shall be chosen by a two-thirds affirmative vote of the active membership whenever the need for a new Faculty Advisor arises.

BY-LAWS

ARTICLE I: Members

Each member of the organization will be expected to attend all regular meetings and to participate on the organization's activities, projects, and fund-raisers.

The expulsion of any member from the chapter must be approved by a two-thirds vote of the active members present. Grounds for expulsion include conduct unbecoming a member of this organization or repeated failure to perform the responsibilities he/she has agreed to perform.

ARTICLE II: Executive Committee

The Executive Committee shall meet at least once every month with the faculty advisor. Financial records and all upcoming projects will be discussed in the executive committee meetings. The Executive Committee shall oversee all other committees.

ARTICLE III: Rules of Order

All ASA meetings shall be run in the following manner:

- 1) The President shall open the meeting and preside over the following.
- 2) The Secretary will read the minutes from the previous meeting.
- 3) The Treasurer will give a report as to the status of the treasury. He/she reports all collections and expenditures. He/she may also ask for any unpaid dues or debts from members.
- 4) The Activities Committee Chair reports on any upcoming events.
- 5) The President will then ask for and preside over any discussion concerning the upcoming events.
- 6) A vote is taken as to determine which events ASA will sponsor. A majority of the members present is required for the events to pass. The president abstains from the vote and serves as a tie-breaker in case of a tie.
- 7) The President now asks for any old business and all matters that have been mentioned or discussed in previous meetings are brought onto the floor for further discussion and consideration. A vote is taken if necessary.

NCSU Asian Students Association Constitution
Updated March 2006

Article 1. Purpose

- 1-1 **Social** –ASA provides various social gatherings, with the intention of allowing ASA members and all other interested students to interact, in the hopes of furthering an atmosphere of mutual understanding and respect among all members of the university community.
- 1-2 **Outreach**- ASA acts as an umbrella organization to other cultural organizations on the NC State campus. This includes but is not limited to providing funds and support as well as pooling student resources for their association.
- 1-3 **Education** -ASA plans various events with the intentions of educating ASA members as well as the university community about Asian culture. These events will seek to promote ethnic and cultural awareness as well as provide an open forum for an exchange of ideas and concerns.
- 1-4 **Service** -ASA promotes active service in an effort to share in the responsibility for taking care of our university and our community. In doing so, ASA seeks to allow members to become more socially aware and responsive to the needs of others.

Article 2. Meetings

- 2-1. **General Body Meetings** – These meetings will be held at least once a month with a purpose to update ASA members and others of upcoming events. This meeting can also be used as a social gathering.
- 2-2. **Executive Committee Meetings** – Only the members of the Executive board have voting rights in an executive committee meeting. The executive committee will hold regular meetings at least twice a month or more if needed, if not conflicting with University holidays. The meeting shall consist of an open business portion allowing all members to voice opinions. Allowing sufficient time to hear opinions, the committee is allowed a closed business portion to consider executive business. The committee is also allowed to call emergency sessions. The committee will only be allowed to conduct business if a quorum of three fourths of the executive committee.

Article 3. Officers and Committees

- 3-1. **Elected Officers** – The elected officers of the ASA shall be President, Vice President, Secretary, Treasurer, Social Chair, Cultural Chair, Service Chair, one Liaison Representative from each of the chartered cultural Asian organizations

with NC State. These elected officers shall make up the Executive Board of the Asian Student Association.

- 3-2. Executive Committee** – The executive committee shall consist of all of the members of the executive board, in addition to the Faculty advisor. The President is the presiding chair of the executive committee.
- 3-3. Appointed Officers** – The appointed officers of the Asian Students Association include the following but are not limited to webmaster and freshman liason. They will be appointed by majority vote of the ASA board.

Article 4. Duties of Elected Officers

Duties of Elected Officers: All elected Executive Board officers shall, to the best of their abilities, perform the duties of their office as prescribed below.

- 4-1. Executive Committee Requirements** – Where applicable the Executive Committee is required to prepare for the coming term by:
- a) Meeting before the start of the fall semester to make planning decisions.
 - b) Becoming familiar with the by-laws and constitution
 - c) Attending all executive and general body meetings
 - d) Effectively communicating with other board members
 - e) Establishing a tentative calendar for the school year.
 - f) Determining a tentative budget for the year.
 - g) Actively participate in discussions
 - h) Keeping a detailed report of responsibilities, duties, suggestions for future executive boards
- 4-2. President** – The President is the elected leader of ASA, its membership as well as its government. They shall be required to:
- a) Preside over Executive Board Meetings and General Body Meetings.
 - b) Act as Speaker of the House, therefore controlling the agenda as well as discussion during meetings.
 - c) Act as an official representative of ASA.
 - d) Have de facto membership of all committees.
 - e) Ensure the smooth appointment of appointed officers
- 4-4. Vice President** – The Vice President shall be required to:
- a) Perform all Presidential duties in the President's absence
 - b) Ensure that all committee chairs carry out their stated duties
 - c) Attending IAC/UAB and Diversity Council Meetings

4-5. Secretary – The Secretary shall be required to:

- a) Perform all Presidential duties in the absence of the President and Vice President
- b) Responsible sending out emails to listserv including but not limited to emails before and after GBM meetings, emails to executive, events from other universities, and answers to questions
- c) Responsible for keeping attendance, paid members for all the General Body meeting and events
- d) Responsible of minutes of the all meetings and notes for general information (ex. Outlines for semester plans, pros/cons of events, roles and jobs for events)

4-6. Treasurer- The Treasurer shall be required to:

- a) Keep a detailed report of all transactions made to and from the organization
- b) Responsible applying for funding from SGA, IRC, IAC, and any other sources for the year
- c) Responsible for writing checks, bringing checkbook and receipt book to each GBM meeting
- d) Inform the executive board of current balance at each executive meeting
- e) Implementing the proposed budget for each semester.

4-7. Social Chair – The Social Chair shall be required to:

- a) Plan and promote social interaction of Asian Students Association members which include but is not limited to mixers, cookouts, and GBM activities.
- b) Foster interaction between ASA members and other members of the student body through events with other University and local organizations.
- c) Plan a minimum of one social event per month.
- d) Responsible for the publicity for each social events (i.e flyers, chalking, etc.)

4-8. Cultural Chair – The Cultural Chair shall be required to:

- a) Facilitate the education of the members of ASA, and where possible, the North Carolina State University community, on Asian and Asian-Pacific American issues as well as other issues which would better the members of the Asian Student Association, through the use of:
 - 1) Speakers sought to bring light to various issues.
 - 2) Workshops for hands-on learning.
 - 3) Any other means which are deemed appropriate.
- b) Be adept in the promotion and advocacy of issues concerning the Asian American both locally and nationally.
- c) Responsible for planning and organizing Asia Night, Asian Awareness Week, Homecoming participation (attending Homecoming Meetings)
- d) Plan at least two educational/cultural events (possibly in the GBM) per semester

4-9. Service Chair – The Service Chair shall be required to:

- a) Actively seek out projects and opportunities in which ASA members can participate.
- b) Present definite plans for service events, indicating in advance time and location, to the membership to ensure the participation of interested members
- c) Keep a record of attendance and hours garnered at service events and submit to appropriate persons
- d) Maintain relationship with service contacts and other organizations in order to maintain a healthy service program
- e) Plan monthly service events with at least one event each semester with another organization

4-10. Liaison Representative- The Liaison representative serves as an intermediary between ASA and their chartered Asian cultural organization. They shall be required to:

- a) Attend all executive meetings
- b) Inform members and promote the mutual participation of both organizations' events

Article 5. Duties of Appointed Officers

5-1. Webmaster- The webmaster is required to:

- a) Maintain an updated internet site concerning organization calendar, officer contact information and other necessary information.

5-2. Freshman Liason- The Freshman Liaison is required to:

- a) Recruit current freshman to attend GBM and events

Article 6. Elections and Voting

6-1. Nominations shall commence one week before voting of officers.

6-2. The Hierarchy of the Executive positions shall follow in this order:

- President
- Vice President
- Secretary
- Treasurer
- Social Chair
- Service Chair
- Cultural Chair

This is the attrition structure, should a candidate loose a position and desire to run for another lower position. Exceptions to this attrition can be made if circumstance warrants at the discretion of the President. In addition, there can be no co-positioning unless otherwise approved by the current executive board.

6-3. Elections Format – Elections held in a meeting shall adhere to the following guidelines:

(a) For each position:

- i. Last minute nominations and withdrawals are taken.
- ii. Nominations are closed.
- iii. Candidate gives his/her speech within time limit set by Executive Board or delegated party responsible for elections.
- iv. Question and Answer period involving all candidates. A time limit may be put on this portion determined by the Executive Board or delegated party responsible for elections.
- v. Candidates are escorted outside of the room and remain there until an election occurs.
- vi. Discussion of candidates occurs. Discussion is to remain within the room.
- vii. A vote is taken. A simple majority (50% +1) is required for an election to occur.

(b) For two or more candidates:

- i. If simple majority does not exist, then the highest voted candidates advance to a second round of debate and voting.
- ii. Second round of debate is held for time limit specified by the chairman operating elections, and a re-vote is taken.

(c) If a tie occurs

- i. A period of discussion is reopened, and a re-vote is taken.
- ii. If second round discussion and voting leads to another tie, then discussion is reopened and a re-vote is taken. This process continues indefinitely until simple majority vote is taken.
- iii. In the event that three or more successive discussion/re-vote processes occur, the election chairman is given the discretion to allow candidates to return for Question and Answer. A re-vote is taken after the Question and Answer session. The chairman is allowed this power until simple majority vote is taken.

6-4. Eligibility for Executive Committee - Members shall meet requirements necessary for the Eligibility to vote as prescribed in the by-laws. The following are eligibility requirements for the following positions.

- a) President - Must have prior service on Executive Board.
- b) All executive positions – must be a paid member, attend at least two general body meetings and at least two large events designated by the current executive board.

6-5. Ballots –Ballots will be counted by two current non-running board members.

NC STATE UNIVERSITY

Box 7314, Harris Hall
Raleigh, NC 27695-7314

919.515.2441
919.515.8078 (fax)

October 31, 1997

MEMORANDUM

TO: Jacqueline Hills, President, Asian Students Association
FROM: Robert S. Bryan, Jr., Interim Director of Student Development
RE: Violation of Solicitation Permit Privileges

RSB

The Asian Students Association requested a permit on June 9, 1997 to conduct a poster sale at the Free Expression Tunnel for October 20-31, 1997. Requests for such permits are approved under the following conditions: at least one representative from the student organization must be present during the fund-raiser, the permit must be at the fund-raising site and available upon request, and arrangements to bring vehicles on to the bricks must be made with Landscape Services by the student organization prior to the fundraising event. The Asian Student Association was in violation of each of these solicitation policies for this particular event.

On two separate occasions, there was no representative from your organization present at the poster sale. Subsequently, when the vendor was asked to produce a permit for the event he was unable to claiming that he had never received a permit from ASA. Finally, the vendor did not follow appropriate procedures in bringing his vehicle on to the bricks at the Free Expression Tunnel. On both occasions, the vendor was instructed to send a representative from ASA to Student Development to obtain a copy of the permit and proper instructions on bringing vehicles out to the Tunnel. No representative came to our office to fulfill these instructions.

Solicitation permits are a privilege reserved for registered student organizations at NC State. It is the responsibility of student organizations to follow appropriate instructions in conducting fund-raisers, not the vendors they hire. Please make every effort to abide by the permit policies. Subsequent violations of these policies may result in a suspension of solicitation permit privileges.

If you have any questions regarding this matter, please call the Department of Student Development at 515-2441. Thank you.

Attachment



North Carolina State University

Department of Student Development
Division of Student Affairs

Box 7314, Harris Hall
Raleigh, NC 27695-7314
(919) 515-2441
FAX: (919) 515-2376



Printed on
Recycled Paper

May 28, 1992

Chun Ty (Shawn)
Asian Students Association (ASA)
2409F Still Forest Place
Raleigh, NC 27607

Dear Shawn:

We have reviewed your organization's constitution and officers list and everything seems to be in proper order. You are now an officially registered student organization of North Carolina State University entitled to all privileges entailed in that status.

Understand that this registration in no way gives the University or Student Government responsibility for any financial liability which may be incurred by your group. Your status does, however, give you the opportunity to approach the Student Senate with a request for funds, and it also gives you certain on-campus solicitation privileges.

Please be aware that we ask each student organization to update its file whenever there is a change of officers and at the beginning of each school year. Failure to do so will result in a loss of registration.

If the Department of Student Development can be of assistance to your group, please do not hesitate to call on us. Good luck with your new group.

Sincerely,

A handwritten signature in dark ink, appearing to read "R. S. Bryan".

Robert S. Bryan, Jr.
Associate Director,
Student Development

cc: President, Student Government
Reservations, Student Center
Anita Liles, Registration and Records
Reservations, African-American Cultural Center

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- 4) The Activities Committee Chair reports on any up-coming events.
- 5) The President will then ask for and preside over any discussion concerning the up-coming events.
- 6) A vote is taken as to determine which events ASA will sponsor. A majority of the members present is required for the events to pass. The president abstains from the vote and serves as a tie-breaker in case of a tie.
- 7) The President now asks for any old business and all matters that have been mentioned or discussed in previous meetings are brought onto the floor for further discussion and consideration. A vote is taken if necessary.

- 8) The President will now ask for any new business and any matters that have never been mentioned or discussed before are brought onto the floor for further discussion and consideration. A vote is taken if necessary.
- 9) If all pertinent matters have been brought onto the floor then the President adjourns the meeting.

ARTICLE IV: Amendment

These By-Laws may be amended by a two-thirds majority of those members present. The Student Life Committee must approve the decision. The date of the latest revision will be included in the Constitution.

ARTICLE V: Majority

More than one-half of those members present at any meeting shall constitute a majority.