



Asian American Student Union

ARTICLE I - ESTABLISHMENT

We the students, faculty, and staff of the University of Rochester hereby establish the Asian American Student Union (AASU) of the University of Rochester and enact this constitution for its governance. Failure to follow this constitution could result in penalties or revocation of Students' Association recognition of this organization.

ARTICLE II - MISSION STATEMENT

Asian American Student Union aims to provide Asian American students and those interested in the Asian American culture at the University of Rochester a platform to exchange different ideas and experiences and a support network within the Asian American community through cultural, professional development, and community-building events.

ARTICLE III - MEMBERSHIP

SECTION ONE - MEMBERSHIP

- A. Eligibility - All Students' Association (SA) members shall be eligible for membership. An SA Member is a University of Rochester undergraduate of the College who has paid their SA activities fee. All members and associate members shall be listed on the organization's Campus Community Connection site. Membership is automatically renewed yearly unless the member graduates, requests to cancel their membership, or fails to meet membership requirements.
- B. Definition of active member - An active member must attend or assist in a minimum of half of the events, programs, and meetings held by AASU or co-sponsored by AASU.
- C. Definition of associate member - All University of Rochester faculty, staff, graduate students and Eastman students shall be eligible for associate membership but not eligible to hold an officer position. Graduate students, faculty, and staff are not eligible to compete nor travel as part of a college student organization.

ARTICLE IV - MEETINGS AND VOTING

SECTION ONE - QUORUM

- A. A meeting shall be valid if a quorum is present. Quorum is defined as $\frac{1}{2}$ of the active membership plus one or more officer(s).

SECTION TWO - VOTING

- A. Voting on any issue shall be official only if the meeting is valid.
- B. All members shall have equal voting power.
- C. Procedure – All decisions shall be arrived at by simple majority using a hand vote unless otherwise specified by the presiding officer. The President shall only vote to break a tie.

ARTICLE V - OFFICERS AND QUALIFICATIONS

SECTION ONE - OFFICER POSITIONS

A. President

- a. To support the members of the AASU executive board in fulfilling their duties.
- b. Preside over Executive Board and Election Day meetings as well as acting as a parliamentarian.
 - i. Oversee voting procedure and voter eligibility during elections
- c. Cast a ballot at meetings only to break a tie vote.
- d. Act as a liaison between AASU and campus community
- e. Appoint a general club member as a temporary executive board member up to three meetings after a position has been vacated
- f. Establish an agenda for all Executive Board meetings

B. Vice President

- a. Assist the President with planning and implementation of Executive Board meetings
- b. Chair Executive Board meetings and AASU events in the absence of the President
- c. Help maintain the AASU email
- d. Oversee communication between AASU E-Board and other organizations
- e. Keep organized and accurate AASU records on the Google Drive
- f. Organization of written and electronic records
- g. Meet with, update, and maintain regular communication with the AASU advisor(s)
- h. Keep records of attendance and enforce all rules in this Constitution pertaining to attendance

C. Secretary

- a. Keep and maintain the CCC page
- b. Submitting required documents/forms onto CCC
- c. Booking rooms through CCC for events or other activities
- d. Notify and send out emails to club members and Executive Board members of events and important information
- e. Record the minutes at all Executive Board meetings, and upload the document onto the Google drive within 24 hours of the meeting's conclusion

D. Business Manager

- a. Keep and maintain all financial records of AASU in a general ledger.
- b. Write an annual spending budget proposal with the incoming Fundraising Committee and present it to the Executive Board by May 1st
- c. Present and seek endorsement for the annual spending budget at the first General Assembly of the fall semester
- d. Write a review of the budget that includes a reflection and comments on the budget's fiscal year, by Election Day, that will be handed to the newly appointed Director of Finance
- e. Manage check requests and petty cash funds
- f. Co-sign all vouchers with an advisor.
- g. Present an updated budget at each Executive Board meeting.
- h. Verify all forms of advertisement submitted to AASU by anyone who has been approved funding.
- i. Shall receive, distribute, and act as a liaison for all program proposal budgets or fundraising initiatives.
- j. Facilitate AASU fundraising
- k. Serve as chair of AASU Sponsorship Committee

E. Event Chair

- a. Plan events with other committee members
- b. Work with Business Manager to determine budget for events
- c. Discuss plans with other Executive Board members
- d. Manage event related documents on CCC
- e. Work with Publicity to advertise events
- f. Maintain calendar for events
- g. Write a reflection on CCC after each event

F. Fundraising Chair

- a. Plan events with other committee members

- b. Work with Business Manager to determine budget for events
- c. Discuss plans with other Executive Board members
- d. Manage event related documents on CCC
- e. Manage revenue and costs
- f. Work with Publicity to advertise events
- g. Maintain calendar for events

G. Publicity Chair

- a. Maintain AASU's presence to the general public through social media and the AASU website
 - Market AASU events
 - Relay and update information from AASU on these platforms
 - b. Oversee marketing strategy and policy for AASU
 - c. Put together promotional materials (flyers, brochures, social media posts, etc.) that will keep the student body informed on AASU projects, events, and other important relevant information
 - Facilitate public AASU communication efforts and works to promote transparency and accountability for member organizations
 - d. Photograph AASU and members at events
- H. Keep public calendar with AASU meetings and organizational events

SECTION TWO - DUTIES OF OFFICERS

- A. All officers shall be members of the Students' Association.
- B. All officers shall promote active recruitment of new members.
- C. All officers shall enforce this constitution.
- D. All officers shall be responsible for knowing the sections of the Students' Association constitution and bylaws that apply to this organization.
- E. The President shall preside over the meetings and shall maintain organization within the club, communicate with other officers and delegate duties to maintain a functioning club that fulfills the purposes set forth above.
- F. The Business Manager shall be responsible for maintaining all finances and keep detailed records of all transactions.
- G. The President shall be responsible for maintaining a current copy of this constitution open to inspection by all members of this organization, Senators, and all members of the Students' Association.
- H. The Vice President shall also take roll call at all meetings, tally votes, keep an accurate list of organization members and take and maintain meeting minutes.

SECTION THREE - NOMINATIONS AND ELECTIONS

A. Nomination and Elections Procedure

a. **Pre-Election**

- i. Candidates will declare their intent to join the Executive board by filling out the application form prior to election day or sending an email of intent to the President
 1. Candidates should have their platforms ready prior to election day
 2. Any candidates that are considered ineligible according to the requirements in Article VIII, Section 1 will be contacted discretely by the AASU President, and the candidacy will be disregarded
 - a. Candidates may run for more than one position
 - i. The candidate's desire to be considered for other positions will be noted at the beginning of their speech and during the discussion period so that the AASU executive board members can take it into consideration

b. **Election Restrictions**

1. Candidates are prohibited from publicly campaigning and making disparaging remarks concerning any other candidates running for a position on the AASU Executive Board
2. The standing AASU Executive Board is prohibited from publicly campaigning for and endorsing/disparaging any Executive Board candidates running for a position on the AASU Executive Board
3. Candidates running for President must have participated in the Executive Board prior to the elections
4. Election restrictions must be disclosed in the application form
 - a. Violation of election restrictions by candidates is grounds for candidate disqualification
 - b. Violation of election restrictions by a current E-Board member is grounds for impeachment

c. **Election Session Procedure**

1. To start off election day, the President will call the Election Session to order and the Vice President will take attendance

2. The President will read out the names of the eligible candidates who submitted their application and the platforms they are running for
 - a. Failure to show up on election day will lead to the dismissal of their candidacy
3. The President determines the election order by the number of candidates for each position
 - a. If two or more positions have the same number of eligible candidates, the order is chosen at random by the President
 - b. The Election Session then proceeds as follows:
 - c. The Election Session will begin with the position that has the most candidates
 - d. Once the Election Session has begun, the group of candidates who applied for the position with the most interest will be lead out of the room, and each candidate will be brought back into the room, by random order, one at a time
 - e. During each candidate's turn,
 - f. The candidate has three to five minutes to present their platform and add on any pertinent additional information if they wish to do so
 - g. Once the candidate is finished, there will time after for questions and answers
 - i. The President reserves the right to extend this time at the request of any Representative
 - h. After the question and answer period, the candidate is sent back out of the session room and the remaining candidates for the same position receive their turn
 - i. This occurs until all of the candidates, for each position, have been heard from
 - j. Then, a two to five minute period of discussion for each position will follow

- k. During this period of discussion, no candidates may be in the session room at this time
- l. Outside information regarding topics that were discussed by the candidates in their application or during the question and answer period may be addressed at this time
- m. The President reserves the right to extend this time at the request of any Representative
- n. When the discussion period has ended, the voting period will commence
- o. Each Executive Board has their own vote
 - i. Each must vote for one candidate per position
 - ii. There will be no abstain vote
- p. The AASU president will count the ballots once they have been cast
 - i. The candidate with the most votes will be deemed the winner
 - 1. In the case of a tie, a revote will be cast amongst the tied individuals until a winner is selected
 - ii. The candidates will then be brought back in the session room and the results will be announced
- q. In the event that there are no eligible candidates for a particular position, the President will ask for nominations from the AASU club members at the end of the voting period and hold a session of special appointment for these positions with the current Executive Board, general members, and AASU advisor
- r. For the newly elected Executive Board members, transition documents must be prepared by the current Executive Board members, and given to the

newly elected Executive Board members for a smooth transition.

- B. Term of Office - The length of each term is a school year. Elections will begin every Spring Semester. The transition will begin before the new Spring Semester begins.
- C. Timing of Elections - Elections will be held on a day that is two weeks before the last day of classes of the Fall Semester.

SECTION FOUR - VACANCIES, RESIGNATIONS, AND REMOVALS

- A. At the first valid meeting following a vacancy of an office, the position is to be filled by the same manner described in *Article V, Section Three*.
- B. A vote of no confidence is a vote to remove an officer. Such a vote shall require a 2/3 majority of the entire active membership to pass. Any member of the organization may call for a vote of no confidence.
- C. If a vote of no confidence on any officer is to take place, they must be notified one week in advance.
- D. An office shall be declared vacant as the result of a vote of no confidence.

ARTICLE VI - RESOURCES

SECTION ONE - RESOURCES

- A. The Asian American Student Union of the University of Rochester will abide their Resource Agreement.

ARTICLE VII - HAZING POLICY

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by the Asian American Student Union. Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual.

ARTICLE VIII - NONDISCRIMINATION POLICY

The Asian American Student Union abides by the nondiscrimination policy of the University of Rochester.

Sherylynn Wong

Signature of Confirmation

Sherylynn Wong

President, Asian American Student Union

03/09/2021

Date

Eden Thomas

Signature of Approval

Eden-Lyn Thomas

Chair, Student Organization Administration & Review Committee

03/10/2021

Date