



# **Asian Student Union**

## **ARTICLE I - ESTABLISHMENT**

We the students, faculty, and staff of the University of Rochester hereby establish the Asian Student Union (ASU) 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 Student Union (ASU) aims to provide Asian students and those interested in Asian culture at the University of Rochester a platform to exchange different ideas and experiences and a support network within the Asian 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 - All University of Rochester students are eligible for active membership. An active member will be subscribed to ASU's email and are to attend or assist in a minimum of half of the events and meetings held by ASU or co-sponsored by ASU, per academic year.
- 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 perform, 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 a minimum of 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 - must have served on the executive board previously, unless no one else is qualified.
- B. Vice President
- C. Business Manager
- D. Event Coordinators
- E. Secretary
- F. Publicity Chair
- G. Fundraising Chair
- H. First-Year Representative
- I. Senior Advisor - must have served on the executive board previously as President, Vice President or Business Manager, unless no one is qualified.

### **SECTION TWO - OFFICER DUTIES**

- 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.
  - a. Preside over the Executive Board and establish an agenda for all Executive Board meetings.
  - b. Ensure proper communication, delegation and fulfillment of duties to maintain a functioning club.
  - c. Preside Election Day meetings as well as acting as a parliamentarian.
    - i. Oversee voting procedure and voter eligibility during elections.
    - ii. Cast a ballot at meetings only to break a tie vote.
  - d. Act as a liaison between ASU 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. Organize written and electronic records within ASU Google Drive.
  - g. Oversee communication between ASU E-Board and other organizations.
  - h. Meet with, update, and maintain regular communication with the ASU advisor(s).
  - i. Work on SOAR report and any Constitution revisions with Vice President and Event Coordinators.
- F. The Business Manager shall be responsible for maintaining all finances and keeps detailed records of all transactions.
  - a. Oversee and maintain all financial records of ASU in a general ledger.
  - b. Write an annual spending budget proposal with Event Coordinators and Fundraising Chair, and present it to the Executive Board by March 1st.
  - c. Make budget appeals as appropriate; must attend these appeals with either President, Vice President or Event Coordinator.
  - d. Submit any green forms as needed.
  - e. Must attend business manager leadership training (BOTH Fall and Spring).
  - f. Shall receive, distribute, and act as a liaison for all program proposal budgets or fundraising initiatives.
  - g. Coordinate with the Event Coordinator and Fundraising Chair with orders that must be put in for events.
  - h. Apply to grants/extra funding sources as needed.
- G. The Vice 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.

- a. Assist the President with planning and implementation of Executive Board meetings.
  - b. Chair Executive Board meetings and ASU events in the absence of the President.
  - c. Keep records of attendance and enforce all rules in this Constitution pertaining to attendance.
  - d. Oversee communication between ASU E-Board and other organizations.
  - e. Organize written and electronic records within ASU Google Drive.
  - f. Meet with, update, and maintain regular communication with the ASU advisor(s).
  - g. Assist event coordinators with all stages of event hosting (planning, proposing, organizing, operating).
  - h. Work on SOAR report and any Constitution revisions with President and Event Coordinators.
- H. The Secretary shall also take roll call at all meetings, tally votes, keep an accurate list of organization members and take and maintain meeting minutes.
- a. Attend Executive Board meetings in a timely manner to record attendance and minutes (if otherwise, must have advanced notice at least 24 hours beforehand).
  - b. Compile all officer action tasks at the end of the minutes document after the conclusion of the meeting.
  - c. Maintain ASU's email (e.g. sending out and responding to co sponsorship requests).
  - d. Sending out event reminders and recaps to all general members through CCC.
- I. The Event Coordinator I should:
- a. Brainstorm events with other officers during Executive Board meetings.
  - b. For new major events, work with the President and Vice President to write up event proposals and attend subsequent meetings with Advisor(s).
  - c. Oversee ASU events and attend co-sponsorship events.
  - d. Work with the Business Manager to devise a budget and supply list for each event.
  - e. Reserve rooms through Virtual EMS.
  - f. Fulfill CCC Activity reservations.
  - g. Manage co-sponsorship requests.
  - h. Make an attendance sheet for events on ASU Google Drive.

- i. Work on SOAR report and any Constitution revisions with the President and Vice President.

J. The Event Coordinator II should:

- a. Brainstorm events with other officers during Executive Board meetings.
- b. For new major events, work with the President and Vice President to write up event proposals and attend subsequent meetings with Advisor(s).
- c. Oversee ASU events and attend co-sponsorship events.
- d. Complete all Activity Reflections on CCC.
- e. Manage co-sponsorship requests.
- f. Make an attendance sheet for events on ASU Google Drive.
- g. Submit Supply and Resource Forms as needed and pick them up.
- h. Work with the Business Manager to devise a budget and supply list for each event.

K. The Fundraising Chair should:

- a. Plan and oversee one fundraising event per semester.
- b. Work with the Business Manager to determine budget and order lists for sales.
- c. Work with the Event Coordinator to designate dates, times and location.
- d. Communicate to publicity for marketing materials.
- e. Organize tabling shift sheets.
- f. Fulfill CCC registrations.
- g. Manage revenue and costs.

L. The Publicity Chair should:

- a. Maintain ASU's presence to the general public through social media and the CCC website:
  - i. Market ASU events.
  - ii. Relay and update information from ASU on these platforms.
  - iii. Respond to co sponsorship requests.
  - iv. Increase following and engagement.
- b. Create promotional materials (flyers, social media posts, etc.) that will keep the student body informed on ASU projects, events, and other important relevant information.
- c. Communicate to the Business Manager to get flyers printed out and distribute them across campus.
- d. Take pictures during ASU events for event recap posts and emails.

M. The First-Year Representative should:

- a. Suggest event ideas according to the interests of the first-year class.
- b. Help promote events to the first-year class (e.g., help event coordinators with posting event fliers.
- c. Socialize during events to improve member retention.
- d. Attend co-sponsorship events.
- e. As responsibilities of this position are relatively little, expected to:
  - i. Volunteer to help other Eboard members when need be.
  - ii. Willing to be involved in the behind-the-scenes of event planning and take the initiative to elevate the burdens of other Executive Board members.

**N. The Senior Advisor should:**

- a. Open position for preceding presidents, vice presidents, or business managers.
- b. Train and advise newly elected President and Vice Presidents

**SECTION THREE - NOMINATIONS AND ELECTIONS**

**A. Nomination and Elections Procedure - Election of Executive Board**

- 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.
  - ii. Candidates should have their platforms ready prior to election day.
  - iii. Any candidates that are considered ineligible according to the requirements in Article VIII, Section 1 will be contacted discretely by the ASU President, and the candidacy will be disregarded.
    - 1. Candidates may run for more than one position.
      - a. 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 ASU executive board members can take it into consideration.
  - iv. Election Restrictions
    - 1. Candidates are prohibited from publicly campaigning and making disparaging remarks concerning any other candidates running for a position on the ASU Executive Board.
    - 2. The standing ASU Executive Board is prohibited from publicly campaigning for and endorsing/disparaging any

Executive Board candidates running for a position on the ASU Executive Board.

3. Candidates running for President must have participated in the Executive Board prior to the elections unless no one else is qualified.
4. Candidates running for Senior Advisor must have participated in the Executive Board prior to the elections as either President, Vice President or Business Manager, unless no one is qualified.
5. 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.

v. 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.
4. If two or more positions have the same number of eligible candidates, the order is chosen at random by the President.
5. The Election Session then proceeds as follows:
  - a. The Election Session will begin with the position that has the most candidates. Once the Election Session has begun, the group of candidates who applied for the position with the most interest will be led out of the room, and each candidate will be brought back into the room, by random order, one at a time. During each candidate's turn, the candidate has three to five minutes to present their platform

and add on any pertinent additional information if they wish to do so. Once the candidate is finished, there will be time after for questions and answers. The President reserves the right to extend this time at the request of any Representative. 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. This occurs until all of the candidates, for each position, have been heard from. Then, a two to five minute period of discussion for each position will follow. During this period of discussion, no candidates may be in the session room at this time. 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. The President reserves the right to extend this time at the request of any Representative. When the discussion period has ended, the voting period will commence.

6. Each Executive Board has their own vote. Each must vote for one candidate per position. There will be no abstain vote.
7. The President will count the ballots once they have been cast. The candidate with the most votes will be deemed the winner. In the case of a tie, the President's vote will serve as tiebreaker.
8. Candidates selected by the Executive Board will be notified to general members and general members must approve of selected candidates
  - a. If general members do not approve of selected candidates, Executive Board members must repeat the procedure to choose new candidates.
9. The candidates will be notified of the results via email the same night.



10. In the event that there are no eligible candidates for a particular position, the open position will be marketed to the general member population. The election process repeats.

11. 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. The transition will begin at the end of spring semester.

C. Timing of Elections - Elections will be held at the start of April, at least 2 weeks before the end of the 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  $\frac{2}{3}$  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 Student Union of the University of Rochester will abide by 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 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 Student Union abides by the nondiscrimination policy of the University of Rochester.

	<u>12/10/24</u>
Signature of Confirmation	Date
Carolyn Xu	
<b>President, Asian Student Union</b>	

	<u>11/29/2025</u>
Signature of Approval	Date
Jessie Li	
<b>Chair, Student Organization Administration &amp; Review Committee</b>	