

# **Constitution of the African Students' Association at Indiana University**

## **PREAMBLE:**

The African Students' Association at Indiana University shall concern itself primarily with the welfare of African students, particularly African students at Indiana University. The Association shall further concern itself with cultural, social, political, and economic matters affecting Africa and the African community within Bloomington. Convinced that the youths of Africa everywhere have a significant role to play in the shaping of the destiny of Africa, we the African students at Indiana University declare that the main objective of our Association shall essentially be:

To organize the African students at Indiana University into a unified and responsible body in order to:

**Sec. A.** Raising awareness about issues in Africa among the student population at Indiana University.

**Sec. B.** Make every member aware to the cultural, economic, social, and political issues in Africa.

**Sec. C.** Prepare ourselves for the important role we will have to assume in the development of Africa.

**Sec. D.** Come to the assistance of one another in case of need.

## **ARTICLE I: Name of the Organization**

This organization shall be known as **THE AFRICAN STUDENTS' ASSOCIATION AT INDIANA UNIVERSITY**, hereafter referred to as: **IUASA**.

## **ARTICLE II: Membership**

Sec. A. Membership shall be open to all students at Indiana University that have an interest in Africa.

Sec. B. The Association shall, however, reserve the rights to determine membership in doubtful cases.

Sec. C. Only members in good standing are entitled to vote.

Sec. D. A member in good standing is one who participates fully in the activities/events of the Association and has paid dues for the academic year.

## **ARTICLE III: Organization of the Association**

Sec. A. General Assembly

(1) The General Assembly shall be the supreme organ of the Association.

(2) It shall be composed of all members of the Association, qualified as stipulated in Article II.

- (3) Its primary function shall be to determine general policies of the Association and to approve recommendations, according to the needs and circumstances of the moment.
- (4) Decisions of the General Assembly shall be determined by a simple majority of voting members present.

### **Sec. B. Executive Committee**

(1) The Executive Committee is composed of nine members as follows:

President

Vice-President

Secretary

Treasurer

Event Coordinator

Community Outreach

Public Relations Officer

Historian & Parliamentarian

Graduate Liaison

(2) The Executive Committee shall carry out plans and policies approved by the General Assembly.

(3) It shall initiate and implement projects deemed necessary in accordance with the objectives of the Association.

(4) It shall however be responsible to the General Assembly for the smooth running of the Association.

(5) It shall be responsible for collecting the Association records from departing members.

## **ARTICLE IV: Duties of Officers**

### **Sec. A. President:**

(1) The President shall serve for one full year (12 months) and shall leave office after the last social event of the spring semester.

(2) He/She shall preside over all meetings of the General Assembly and the Executive Committee, enforcing basic parliamentary rules of order, with due respect to the constitution.

(3) He/She shall appoint members of special committees, and all other non-elective officers upon consultation with the executive committee.

(4) He/She shall be an unofficial member of every committee of the Association.

(5) He/She shall coordinate the efforts of the executive board, as well as any special committee(s), and shall assign duties to members as the need arises.

(6) He/She shall keep up with the IUASA's social networking sites.

**Sec. B. Vice-President:**

- (1) He/She shall assume the functions of the President in their absence.
- (2) He/She shall preside over all meetings of the General Assembly and the Executive Committee, enforcing basic parliamentary rules of order, with due respect to the constitution.
- (3) He/She shall be an unofficial member of every committee of the Association.

**Sec. C. Secretary:**

- (1) The Secretary shall be the chief correspondent and archives officer of the association. In charge of checking the emails daily, letting the executive board know of important emails, and responding to emails
- (2) He/She shall announce general assembly meetings and inform all members, in writing of any social activity of the association each semester.
  - Make presentation (PowerPoint/Prezi) with announcements and general information the members should know.
  - Take notes of items discussed in Executive Board
  - By sending a weekly mass meeting email reminder; Upcoming events email reminder
- (3) He/She shall keep a record of member status

**Sec. D. Treasurer:**

- (1) The Treasurer shall be responsible for all financial records of the Association.
- (2) He/She shall be in charge of fundraising.
- (3) He/She shall make a written financial budget report to the Executive committee for any social event in which funds will be needed.
- (4) He/She shall deposit all funds collected on behalf of the IUASA into the Associations account within 5 days

**Sec. E. Event Coordinator:**

- (1) The Event Coordinator shall be responsible for the organization of all social and cultural activities of the Association.
- (2) He/She shall be responsible for coordinating special committees appointed for social activities.
- (3) He/She shall be the liaison in the event that IUASA joins another student organization for a particular project/event.

**Sec. F. Advertising Chair:**

- (1) He/She shall have access to a variety of social media and bringing more awareness about IUASA as an organization on the social media

(2) He/She shall oversees all of IUASA's advertisement on a timely manner (Submit a flyer for every event in a timely fashion)

(3) He/She shall be in charge of making flyers, promotional videos, etc.

(4) He/She is in charge of interacting with our members/followers on all social media

(5) He/She keeps interesting conversation/posts about Africa to educate and entertain our members/followers

### **Sec. G. Philanthropy Chair**

(1) He/she ensures that the IUASA performs at least 2 community events per semester.

- They will work together with the Treasurer in creating a fundraising event.
- They will work with the Vice-President(s) to accomplish any philanthropic event.

(2) He/She shall reach out to volunteering organizations that we can work with

(3) He/She shall have gather knowledge on what other organizations are doing, and how we can support or collaborate

(4) He/She shall create and develop relationships with event coordinators of other organizations for collaboration opportunities.

### **Sec. H. Historian and Parliamentarian**

(1) He/She shall maintain the change of the IUASA page on beinvolved.iu.edu.

(2) He/She shall edit any material within the constitution, club photos, as well as a description of IUASA events.

(3) He/She shall be present at every event because they are in charge of taking photos and videos of these events: If the individual is unable to make the event, they will have to find a replacement and let other members of the Executive Board know

- a. Reflections of every event held by IUASA, all the positives and negatives
- b. In charge of posting all media coverage at most 7 days after the event: Therefore works closely with the Public Relations Officer

(4) He/she shall also enforcing basic parliamentary rules of order, with due respect to the constitution.

- a. If He/She shall acknowledges any infractions of the constitution by executive board members, it shall be discussed with President and Vice President

### **Sec. I. Graduate Liaison**

(1) He/She acts as the link to assist communication or cooperation with other Graduate Students

(2) He/She keeps the executive board updated with outside events/programs that will be beneficial to ASA

- a. Building informational relationships with IU faculty

- (3) He/She should offer ideas for projects and events based on past knowledge of ASA's history
- (4) He/She works closely with IU's Office of International Services: Let them know when we have events and if they can give any information on new African students e.g. This means helps with recruiting
- (5) He/She shall serve as a graduate advisor to the executive board

#### **ARTICLE VI: Special Committees**

Special committees shall be created for a given period when the need arises, by the President or the President and Executive Committee. They will be responsible for carrying out projects approved by the Executive Committee and the General Assembly towards the various activities.

#### **ARTICLE VII: Meetings**

##### **Sec. A. General Assembly**

- (1) The General Assembly shall meet at least once a month - in the evening time of the second Thursday of the month.
- (2) The General Assembly may also meet on special occasions on the Executive Committee's request for IUASA sponsored social/philanthropic events.

##### **Sec. B. Executive Board:**

- (1) The Executive Committee shall meet at least three times a month.
- (2) It shall also meet in emergency situations as dictated by the president.
- (3) The decisions of the Executive Committee shall be determined by the President, or the VP in his/her absence, as well as by two-thirds of the members present.

#### **ARTICLE VIII: Elections:**

**Sec. A.** All Executive Committee members are to be elected by the previous executive board

##### **Sec. B.**

##### **Clause 1: See Article II for definition of active member of IUASA:**

All active members are eligible to run for office as long as they are a member, who has spent

- (1) a year as a student at Indiana University.
  - (2) at least one semester at Indiana University as a transfer student
- or
- (3) not running against anybody else

##### **Clause 2**

In order to be considered for President, the active member has to have

- (1) Served on the executive board for one year of prior to applying for President

**Sec. C. Special Case:** In the case of a vacant position, due to resignation or other situation, the President or the Faculty Advisor shall nominate in consultation with the Executive Committee an Officer to fill the post within two weeks of vacancy.

#### **ARTICLE IX: Amendment Procedures**

**Sec. A.** Any Amendment proposal must be in writing and submitted to the President stating the clause to be amended, the proposed change and the motivation or justification for the change.

**Sec. B.** The President shall then appoint a Special Constitutional Committee to examine critically the Amendment and report to the General Assembly. A vote on an amendment is carried by two-thirds of the active members.

Statement of University Compliance: This organization shall comply with all Indiana University regulations, and local, state, and federal laws.

#### **ARTICLE X: Misconduct**

**Sec A.** The following list contains possible infractions that can be committed by executive board officers. This list is not exhaustive; Officers can be held accountable for other infractions that come up on a case by case basis, at the discretion of the executive board and/or faculty advisor.

- (1) Failure to respect other members of executive board
- (2) Failure to communicate tardiness or absence efficiently with other executive board members prior to any ASA related event or executive board meeting
- (3) Failure to meet fiduciary duties pertaining to responsibilities of the position or responsibilities delegated to officer.
  - a. Duties regarding specific events should be completed in a timely fashion (i.e. flyers, booked rooms, etc.)

#### **Sec B.**

Infractions committed within the executive board will result in the following, at the discretion of the President and Vice President:

- (1) Meeting with President and Vice President
- (2) Responsibilities being delegated to other executive board members in order to collectively reach imminent goal or event
- (3) Meeting with faculty advisor
- (4) Stepping down from the position in the executive board, depending on the level of the infraction that is performed

**Special Case I:** Infractions are heightened if members do not effectively communicate circumstances that hinder them performing their duties

**Special Case II:** In the instance, that the President or Vice President has committed an infraction, issues will be discussed with faculty advisor.

**As stated in Article XIII Sec. C:**

In the case of a vacant position, due to resignation or other situation, the President or the Faculty Advisor shall nominate in consultation with the Executive Committee an Officer to fill the post within two weeks of vacancy.

**Anti-Hazing Policy:** Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

**Programs Involving Children:** This organization, when working with children, will be aware of and abide by the University's Programs Involving Children (PIC) Policy.

**Personal Gain Clause:** This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation directly from for-profit companies if acting as a representative of a student organization.

**International Travel:** This organization, when traveling internationally, will coordinate their travel through the Office of Overseas Study.