

# INDIANA UNIVERSITY ASIAN AMERICAN ASSOCIATION CONSTITUTION

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## **PREAMBLE**

The Asian American Association—hereafter referred to as “AAA” (read “Triple ‘A’”)—is a non-profit, non-partisan, and secular organization founded in 1987 for the purposes of

- Instilling and maintaining a spirit of community among Asian Pacific Islander Americans (“APIAs”) at Indiana University Bloomington (“IUB”), as well as those interested in learning about the Asian Pacific Islander American (“APIA”) experience;
- Promoting a broad-reaching awareness of APIA political issues and active presence on this campus and beyond;
- Fostering understanding of APIA culture, heritage, and experience in the campus community as a whole, bridging gaps between APIAs and all peoples of this university.

## **ARTICLE I: Membership**

Participation in AAA must be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

## **ARTICLE II: University Compliance**

This organization shall comply with Indiana University regulations, and local, state, and federal laws.

## **ARTICLE III: Board**

The Board shall consist of eleven offices, which are:

1. President

2. Vice President
3. Secretary
4. Treasurer
5. Publicity Chair
6. Publicity Co-Chair
7. Public Relations Chair
8. Public Relations Co-Chair
9. Special Events Chair
10. Special Events Co-Chair
11. Freshman Representative

General duties:

- The Board, under the leadership of the President, bearing in mind the best interests of the membership and purposes of this organization, shall determine and execute the policies of AAA.
- Each member of the Board through his or her office shall work toward fulfilling the ideals and purposes of AAA as articulated in the Preamble.
- Each member of the Board must keep in confidence any confidential information regarding AAA that would compromise the real and/or intellectual property rights (e.g. office space, passwords, email accounts, financial accounts, and website) held by AAA.

Executive Board:

- The Executive Board comprised primarily of members shall be maintained under the offices of President, Vice President, Secretary, and Treasurer.

Committees:

- Standing committees comprised primarily of members shall be maintained under the offices of Publicity Committee, Public Relations Committee, and Special Events Committee.
- Any other Board officer may form a committee directly related to fulfilling the requirements of his or her office with fifty percent plus one (“majority”) consent of the Board.
- Committees for alternative purposes may be formed on an *ad hoc* basis with the majority consent of the Board.
- Each member of the Board must oversee and utilize the efficient operation of any committee that is formed under or in relation to the office that she or he holds.
- Each committee must have one representative present at each board meeting.

## **ARTICLE IV: Powers and Responsibilities**

### **A. President**

- To act as the official public representative of AAA.
- To delegate responsibilities to the officers of the Board in a clear and coordinated fashion and supervise the implementation of such responsibilities.
- To ensure that any policy or action set forth by AAA upholds and conforms to the ideals and purposes stated in this constitution and any law or regulation to which AAA is legally bound.

### **B. Vice President**

- To facilitate the timely implementation of all Board officer responsibilities.
- To maintain an open, constructive, and cooperative environment amongst the officers of the Board.

- To assume the responsibilities of President in situations where the President is unable to do so.

#### C. Secretary

- To keep a textual, accurate, and up-to-date account of all proceedings and decisions endorsed or enacted by AAA, including any motion passed or any vote taken, at all Board Meetings, and at General Meetings as deemed necessary by the Board.
- To manage and maintain regular correspondence via AAA electronic mail on a daily basis, and any other means in an efficient and timely manner.
- To facilitate the exchange of information between the officers of the Board and between Boards from year to year.

#### D. Treasurer

- To maintain an open, accurate, and up-to-date account of AAA finances and pay all monetary obligations incurred in a timely fashion.
- To establish and maintain a balanced AAA budget (e.g., projected income, expenses and allocations, net total), which should be presented to the Board at the beginning and end of each semester and at any Board meeting upon request of the Board.
- To identify multiple sources of income and manifestly secure funds for AAA activities and organizational upkeep, which includes but is not limited to applying for grants and planning and performing fundraising activities on a regularly occurring basis.
- All expenditures posted to the AAA account must be discussed with and approved by the faculty advisor.

#### E. Special Events Chair and Co-Chair

- To plan and perform a variety of events and functions on a regularly occurring basis throughout each semester that will encourage social interaction among members, including but not limited to casual gatherings, outdoor activities, formal dances, stage performances, athletics, and volunteering.
- To plan and perform an event welcoming new members at the beginning of each semester and an event to express gratitude to all members at the end of each semester.
- To secure co-sponsorship of certain events by various IUB student groups in order to encourage interaction between our members and others.
- To plan and perform activities and functions that explores and spread knowledge of APIA culture, heritage, and experience.
- To actively assist in the planning of the IUB Asian Culture Center's annual APIA Heritage Month.

#### F. Publicity Chair and Co-Chair

- To disseminate in a timely manner all pertinent information regarding AAA events, activities, and functions to the intended recipients through a variety of media including but not limited to fliers, quarter sheets, chalking, newspapers, and word of mouth.
- To design and publish any media required for the above purposes.
- To consistently promote general awareness of AAA among the entire campus community through insignia items or other means as deemed appropriate.
- To manage and maintain the functionality of the entire AAA website and Facebook account, primarily for the convenient usage of the organization and its members.
- To consistently update relevant portions of the Facebook and AAA website including but not limited to the event calendar, contact information, event photographs, and current news.
- To develop new features, sections, and/or designs for the AAA website as appropriate and necessary.

## H. Public Relations Chair and Co-Chair

- To secure co-sponsorship by various IUB student groups in order to foster mutual sharing of ideas and perspectives among the entire campus community.
- To broaden member awareness of the larger (e.g., nationwide) APIA community by encouraging interaction with students from other universities.
- To organize attendance and participation in intercollegiate activities, exchanges, and events both at IUB and at other universities.
- To strengthen ties with APIA groups of other universities and stay informed of their actions and issues.
- To inform and report on current news and events relevant to members and provide a medium for members to express themselves within the organization.
- To collect and review various submissions for the “*What’s Up*” including but not limited to general articles, editorials, opinions, poetry, photographs, and interviews.
- To update the “*What’s Up*” minimum once a month.

## I. Freshman Representative

- To represent and gather suggestions from freshman members about how to improve the club and/or events.
- Recruit new members from the freshman class.
- Provide inputs to the board and observe/learn the functions of each position with the intentions of campaigning for a higher position for the following years.

## ARTICLE V: Succession

- If the office of the Presidency is vacated due to circumstances such as impeachment, resignation, or inability to carry out designated responsibilities, the order of succession shall be Vice President, Secretary, and Treasurer.
- If, due to similar circumstances, an office besides the Presidency is vacated, the President shall, with the majority consent of the Board, appoint a member to fill that vacancy until the elections at the end of the academic year.
- Proper resignation of any officer from an office requires two weeks formal notice to the President and/or the entire Board.

## ARTICLE VI: Removal of Officers

### A. Grounds for Impeachment

- Consistent failure to perform assigned duties due to conscious negligence.
- Deliberate pursuit of policies contrary to the constitution and purpose of AAA.
- Any deliberate actions which compromise the integrity of AAA.

### B. Procedure

- Impeachment of an officer (excepting the President, Vice President, Treasurer, or Secretary) shall require two-thirds vote of the Board
- Impeachment of the President, Vice President, Treasurer, or Secretary shall require an open hearing. To call an open hearing, a petition containing the signature of two thirds of the Board, shall be required. Notice of such hearing must be made to all members. The President or acting President shall preside over the hearing. An affirmative vote of two-thirds of those members present at the open hearing is required for the impeachment of the officer concerned. The quorum shall be two-thirds of the general membership.

### C. Penalty

- In cases of impeachment, penalty shall be limited to the removal of the individual concerned

from office and (at the discretion of the Board) his or her disqualification from holding any AAA office in the future.

## **ARTICLE VII: Advisor**

The responsibilities of the Faculty Advisor are to share words of wisdom and support and to give formal approval of AAA initiatives when needed.

## **ARTICLE VIII: Meetings**

### **A. Board Meetings**

- The meetings of the Board shall be convened by the President or acting President.
- The Board shall meet on a weekly basis, unless otherwise noted by the President, at a predetermined time and place, which shall be voted on by the Board at the beginning of each semester.
- The quorum for an Board meeting shall be the President, or acting President, and at least two-thirds of the Board. Without such a quorum, no major action may be taken.
- In decisions necessitating a vote, each officer, excepting the current President in office, shall be entitled to one vote.
- A majority vote shall carry any decision unless specifically noted otherwise in this constitution.
- The President shall vote only when votes are equally distributed and no decision may otherwise be reached.
- Board meetings are open to all members of AAA, but only officers are entitled to votes.
- Special meetings of the Board may be called by the President at his or her discretion or by two-thirds agreement of the Board.

### **B. General Meetings**

- General meetings of the AAA membership shall be held when possible, not less than once a month, at a predetermined time and place with sufficient notice given to all members.
- In decisions necessitating a vote, the decision shall be carried by a majority vote of those members present. The quorum is a majority of the entire membership.
- The President shall vote in general meetings only in cases where votes are equally distributed and no decision may otherwise be reached.
- Special general meetings may be called by the President at his or her discretion, by two thirds agreement of the Board, or by the written request of five percent of the AAA membership.

### **C. Committee Meetings**

- Committee meetings shall be convened at the discretion of the committee chairperson and his or her committee members.

## **ARTICLE IX: Elections**

### **A. Election Schedule**

- Formal elections shall be held at the end of each academic year (once total for each office).
- The term of office for each officer shall extend from the time of election until end of the Spring semester

### **B. Candidacy**

- Candidates must be registered members of AAA and enrolled as students of IUB during their expected term of office.
- Candidates seeking office must submit their candidacy to the Board in order to be placed on the ballot at a time determined by the Board. In the case of vacant candidacy for office excluding the position of

President, candidate may inform the Board before voting.

- Candidates for the position of President must have served a previous term in any office on the AAA Board.

### C. Voting & Procedure

- Every registered member of AAA is entitled to one vote for one candidate or for an abstention. Attendance, questions, and discussion are open to all, but only registered members may vote.
- Votes shall be cast by closed ballot and tallied by non-office seeking members appointed by the Board.
- An open convention shall be held prior to balloting at which time the candidates shall have a reasonable period to present their platform to the Board and general membership.
- The Board shall determine any additional election procedures or details as deemed necessary.

### **ARTICLE X: Non-Hazing**

**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.**

### **ARTICLE XI: Personal Gain**

**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.**

### **ARTICLE XII: Statement of Non-Discrimination**

**Asian American Association allows any interested student to participate in, become a member of, and seek leadership positions in the organization without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status. Under 20 U.S.C. 1681(a)(6)(A), social fraternities and sororities are exempt from Title IX discrimination prohibitions on the basis of sex with respect to their membership practices. The law recognizes that differentiated treatment based on sex for purposes of membership in a social fraternity or sorority is not arbitrary or unlawful, and such mem**

### **ARTICLE XIII: Amendments to the Constitution**

- For passage of an amendment to the constitution, a two-thirds quorum of the Board at a meeting for this purpose must vote that sufficient grounds exist to pass the proposed amendment. The proposed amendment shall be officially enacted upon a second affirmative two-thirds vote of those present. Members must be notified of any changes. If a member disagrees, they may raise the issue with the Board in which there will be a special meeting including members conducted to discuss and vote on the issue.

### **ARTICLE XIV: Ratification of the Constitution**

- This constitution shall be ratified by the affirmative vote of two-thirds of the all the Board for this purpose.