This Constitution is the Approved and Official Constitution for:

Club Name: African Student Association
From the International Council
Number of Pages: 7
Date Approved: 4/26/19

Club Officer
Position: President
Name: Aniyah Turner
Signature: 
Date: 4/26/19

Council Coordinator
Name: Elise Helen
Signature: Elise Helen
Date: 4/26/19

Student Association Vice President
Name: Anyssa Evelyn
Signature: 
Date: 4/26/19
Article I. Name of Club
This association shall be called the African Student Association of the State University of New York at Buffalo, herein referred to as the ASA.

Article II. Purpose of Club
To affirm our determination to achieve and maintain unity among the members, regardless of race, creed, color, sex or political belief; we assert our commitment to learning about African values and promoting a true image of Africa in the University and the Buffalo community. To foster the understanding of Africa in this University, and the surrounding communities. To promote a true image of Pan African Spirit in the University and Buffalo communities. To encourage all African students in the University and Buffalo communities. To encourage all African students in the University to participate in the activities of the Organization.

Article III. Qualification of Membership
Section 1: Any undergraduate student of the University at Buffalo may become a member of the club. This club honors the Student Association full participation policy of undergraduate students
Section 2:
Voting Member
1. Only undergraduate University at Buffalo Students may be voting members of the club
2. In order to become a voting member one must attend:
   a. 4 club meeting(s)
3. Membership cards for those who attend 4 club meetings during the academic school year
   a. Membership cards sole purpose is for the differentiation of voting and non-voting members, and shall be distributed prior to elections.

Article IV. Officers
Section 1: Only full-time undergraduate University at Buffalo students may be officers of the club All officers must be in academic good standing according to the University at Buffalo to become and stay officers of this club
Section 2:
1. President
   a. Shall chair and convene all Executive Board meetings.
   b. Shall represent ASA at all appropriate functions unless he/she assigns it to another Executive board member.
   c. Shall be responsible for making sure that the club abides and meets Student Association regulations and requirements.
   d. Shall delegate duties that it deems necessary to other Executive board.
   e. Shall make certain that all duties delegated to the Executive Board members are completed.
   f. All appointment made by the President shall be approved by the Vice President; however, if the President and Vice President cannot come to a consensus, vote is decided by a majority of the Executive board.
g. President must approve all activities, events, and meetings planned by extended executive board. Otherwise he/she has the right to veto/override all decisions made by the executive board members.

h. Shall be responsible for submitting contracts.

2. Vice President
   a. Shall assist the president in implementing the objectives of the ASA.
   b. Shall assume the responsibility and duties of the president in the absence, resignation or removal of the president.
   c. Shall be responsible for maintaining communications within the executive board and members of the ASA.
   d. Shall be responsible for picking up mails from the S.A. office.
   e. Shall be responsible for submitting production request
   f. Shall be responsible for reserving rooms, theatres, and halls for all on campus, social gatherings, meetings, and events
   g. Shall be responsible for reserving the club office for the upcoming academic school year.
   h. Shall be responsible for submitting vehicle requests.

3. Treasurer
   a. Shall be accountable for maintaining budget and the allocation of the club’s finances.
   b. Shall be accountable for submitting the proposed budget for the upcoming year once it has been approved by a majority of the executive board.
   c. Shall be accountable for all club funds and informing the Executive Board of the status of the club budget and future expenditures.
   d. Shall be responsible for keeping all receipts and financial records and follow the S.A. financial rules and regulations.
   e. Shall be responsible for creating 2 small scale fundraising events per semester.
   f. Shall be responsible for submitting relevant ticket office forms.

4. Secretary
   a. Shall keep and maintain all ASA records
   b. Shall take minutes at every Executive Board and General Body meetings of the ASA
   c. Shall be responsible for maintaining and keeping the membership and attendance records
   d. Shall be responsible for making agenda sheets for each executive board meeting.
   e. Shall be responsible for all clubs clerical work and updating the clubs list serve.
   f. Shall be responsible for drawing up the program for the clubs events with the assistance of the activities coordinator.
   g. Shall be responsible for drafting and emailing proposals, and must respond with 2 business days,
   h. Shall be responsible for attending biweekly International Council meetings, and submitting track sheets prior to the due date.
   i. Shall be responsible for finding out all SA events and which events the club shall participate.
5. Activities Coordinator
   a. Shall be responsible for organizing and executing all activities relating to the club.
   b. Shall be responsible for submitting a detailed event itinerary 3 weeks prior to the event to the President and Vice President.
   c. Shall be responsible for delegating tasks to executive board members 1 week prior to the event.
   d. Shall work together with Treasurer to help create fundraising events.

6. African Affairs
   a. Shall be in charge of the organization and coordination of all general body meetings.
   b. Shall be in charge of the organizing the topics and descriptions for general body meetings during the summer for the Fall semester and during Winter Break for the Spring semester.
   c. Shall be in charge of updating all social media platforms with current events, birthdays, celebrations, holidays, etc.

7. Publicity Coordinator
   a. Shall be responsible for advertising all club activities and meetings.
   b. Shall be responsible for designing flyers while meeting deadlines.
   c. Shall be responsible for posting flyers on all social media platforms.
   d. Shall be responsible for printing and plastering ads around campus.
   e. Shall be responsible for placing ads in the Spectrum and other newspapers.
   f. Shall be responsible for all the clubs public relations.
   g. Shall be responsible for attending a minimum of 4 meetings per week within the seven SA councils.
   h. Shall be responsible for informing the Executive Board to promote the various activities of ASA and make recommendations for approval in the general meetings of ASA.

8. Community Chair
   a. Shall be responsible for making sure the club reaches a minimum of 2 Community Service activities and 2 SA Participation credits per semester.
   b. Shall be responsible for keeping a log of all Community Service and SA participation activities the club is involved in.
   c. Shall be responsible for all community service opportunities for the club.
   d. Shall be responsible for the club conjoining with other SA clubs in community service.
   e. Shall be responsible for creating a drive specific to ASA per semester or yearly.
   f. Shall be responsible for keeping track of executive board members club unity requirements.

9. Committee Chair
   a. Shall be responsible for relaying room and vehicle reservation needs for the ASA dance team to the Vice President.
   b. Shall be responsible for appointing ASA Dance team leadership roles.
   c. Shall be responsible for one mandatory committee bonding per semester.
   d. Shall be responsible for keeping track of the attendance of committee members.
e. Shall be responsible for keeping committee involved with the events regarding ASA.

10. Royalty
   a. This position is not elected
   b. Shall be responsible for collaborating with Activities for the annual Jambo Pageant.
   c. Each position shall be responsible for creating one event/activity pertaining to their country per year.

Article V. Club Unity Requirement
1. Every executive board member shall be responsible for attending 2 community service events and 2 additional neighboring club events per semester.

Article VI. Government
Section 1: Meetings
1. There are two types of meetings:
   a. General membership meetings
   b. Special meetings

2. General membership meetings:
   a. Inform members of upcoming events and changes in the club
   b. Shall meet at least twice each month.

3. Special meetings
   a. Include but not limited to amendment changes, vacant officer positions, impeachment hearings, re-elections, and/or elections

4. Quorum for special meetings must be fifty percent of voting membership
   a. Quorum must be met for all special meetings

Section 2: Elections
1. Only voting members of the Club may be allowed to nominate, run for office, and vote in the Club election.

2. Any voting member, who has attended at least 4 meetings, shall be eligible to run for a position on the Executive Board.

3. Elections Protocol
   a. Top 4 Nominees
      i. President and Vice President Nominees
         1. 4-minute speech
         2. Unlimited time of ASA Executive Board Panel questions
         3. Unlimited time of general body questions
      ii. Treasurer and Secretary Nominees
         1. 4-minute speech
         2. 5 minutes of ASA Executive Board Panel questions
         3. 3 minutes of general body questions

   b. Extended Executive Board Nominees
      1. 2 minute speech
      2. 3 minutes of ASA Executive Board Panel questions
      3. 3 minutes of general body questions
4. Officer elections MUST take place before the last day of classes of the spring semester of that year.
   a. In the event an election has taken place after the last day of classes of the spring semester, the officers who were elected will remain as the officers for the summer, however, a new election must take place by the first of October of the upcoming fall semester.
5. A nomination period at the discretion of the Club.
   a. Candidates may be nominated for multiple positions only if the club approves this prior to the nomination period beginning
6. The election will preside in this order:
   a. Committee Chair
   b. Community Chair
   c. Publicity Coordinator
   d. African Affairs
   e. Activities Coordinator
   f. Secretary
   g. Treasurer
   h. Vice President
   i. President
7. The candidate will be elected based on most votes received. Therefore, there will be no run-off votes.
8. The newly elected E-board must sign and return this constitution agreeing to the terms listed by the last day of classes.
9. The newly elected E-board will take office after the last day of classes of the spring semester of that year.

Section 3: Impeachment/Removal Process
1. Grounds for removal of an officer are as follows:
   a. Violation of the Undergraduate Student Association (SA) policies
   b. Violation of the rules and regulations set forth in the current University student rules and regulations
   c. Failure to perform the duties of the office as set forth in the constitution and bylaws of the Club
      i. Three Strike Policy- if any executive board member violates three or more of their listed duties within one semester they are eligible for removal and may be removed with a majority vote of voting members.
   d. Failure to uphold the provisions of this constitution and bylaws
2. The procedure to call for removal are as follows:
   a. The Club must notify their Council Coordinator as well as the Student Association Elections and Credentials Chair
   b. A petition with at least twenty percent of the clubs voting membership signatures must be submitted to an executive board officer
   c. The officer will call a special meeting which will occur one week after the petition has been submitted
d. At this meeting the charges against the offending officer will be presented, as well the offending officer will present their defense either in person or in writing.

e. At the same meeting, the voting membership with a majority vote shall decide the removal of the offending officer.

f. If the offending officer is removed, the guidelines in this constitution under officer vacancy are to be followed.

g. All documentation regarding the removal of the offending officer must be submitted to the Student Association administration for further review.

Section 4: Resignation/Vacancy of Office

1. In the event an officer wishes to resign:
   a. The resigning officer must inform the current executive board.
   b. The resigning officer must inform the Student Association administration so that officer information can be updated.

2. In the event an officer position becomes vacant:
   a. If the President position becomes vacant, such vacancy shall be filled by the Vice-President.
   b. If a vacancy occurs for the position(s) of Vice-President, Treasurer, Secretary, Activities Coordinator, African Affairs, Publicity Coordinator, Community Chair and/or Committee Chair two options can be followed:
      i. A special election will be called. The special election will follow the exact guidelines of Section 2: Elections

      OR

      ii. The President may appoint the new officer with the approval of the voting membership.

      1) The nomination process will be as follows:

         a) The President appointment must be a voting member of the Club
         b) The President will call a special meeting within a week of the announcement of the appointment Quorum must be met
         c) The appointed position must gain at least fifty percent of the voting membership’s approval
         d) Upon approval the appointed position will be effective immediately
         e) Upon disapproval the guidelines for a special election will be followed


Article VII. Amendments

1. Any voting member may propose an amendment to the Club Constitution

2. An amendment can be voted on after one week it has been presented

3. A two-thirds vote must be gained for the amendment to be passed

4. The amendment will put into effect during the beginning of the next academic semester

5. Amendments to this constitution and by-laws may not violate any Student Association, University at Buffalo, Student Mandatory Activity Fee Guidelines, New York State, or Federal rules, regulations, or laws
6. Once passed, amendments and an updated constitution must be turned into the Student Association Office and the Council Coordinator for review and approval.

By signing my name below, I certify that I have read, understood, and agree to the above constitution and bylaws of the African Student Association Executive Board.

Signature: ___________________________ Date: _______________

Print Name: ___________________________

Elected Position: ______________________ School Year: ___________