This Constitution is the Approved and Official Constitution for:

Club Name: **Asian American Student Union**

From the **People of Color** Council

Number of Pages: 7

Date Approved: 4/22/19

**Club Officer**

Position: **Vice President**

Name: **Gowince Lin**

Signature: **Gowince Lin**

Date: 4/11/19

**Council Coordinator**

Name: **Devin K. Ford**

Signature: **Devin Ford**

Date: 4/9/19

**Student Association Vice President**

Name: **Amyssa Evelyn**

Signature: **Amyssa Evelyn**

Date: 4/22/2019
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Article I

Name

The official name of this organization shall be the Asian American Student Union and may be abbreviated to A.A.S.U.

Article II

Purpose

The purpose of AASU is to unite the Asian American Student Union at the University at Buffalo (UB) that serves the purpose of protecting the common interests of Asian and Asian Americans and promote a better understanding of the issues surrounding Asian Americans such as discrimination and other related concerns. Towards that purpose, AASU aims to educate the student body to reduce discrimination and promote diversity and culture appreciation within the university. In order to do so, we will conduct meetings with our general body that discusses the current political climate that affects us as college students and American citizens. The Asian American Student Union also calls for the recognition of one campus-based central organization to coordinate these tasks. Thus, to better define these types of concerns of Asian and Asian American students on campus, we establish this constitution of the Asian American Student Union.

Article III

Qualifications of Membership

Section I – Any undergraduate student of the University at Buffalo may become a member of the Asian American Student Union. This club honors the Student Association’s full participation policy of undergraduate students.

Section II

Non-Voting Members

1. Any graduate University at Buffalo student or faculty member may be a non-voting member of the club
2. In order to become a non-voting member one must attend
   a. Five club meeting(s), event(s), and/or community service(s) per year.

Voting Members

1. Only undergraduate University at Buffalo student may become voting members of the club
2. In order to become a voting member one must attend
   a. Five club meeting(s), event(s), and/or community service(s) per year.
Section III

Members Rights

1. AASU shall be open to all interested registered University at Buffalo undergraduates who are willing to abide this constitution and SA’s constitution.
2. Members shall have the privilege to participate in all free events without paying for any nominal fees, unless it is not a free event.
3. Members have the right for views and/or grievances to be heard at general meetings and/or to an AASU Officer.
4. All voting members shall be entitled to one vote at every elections for each E-Board position, and other club business that requires a vote.

Article IV

Officers

Section I – 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 II – E-Board members shall serve one full year beginning at the conclusion of the spring semester, including the summer and winter breaks. Unless there are special circumstances such as graduation, leave of absence, medical emergency, family emergency, or resignation.

Section III

1) President
   a) Be the chief executive of AASU
   b) Call as well as preside over meetings of AASU
   c) Serve as the liaison between AASU and the SA administrative offices
   d) Call special meetings of AASU
   e) Takes care that this constitution and the laws of the student body are faithfully executed
   f) Performs any administrative power or duty not provided for in this constitution
   g) Represents AASU on all occasions
   h) Reports to the People of Color Council Coordinator and AASU members.
   i) Schedule and conducts meetings
   j) Oversees the other E-Board members performing their duties
   k) Works with the AASU Treasurer on preparing the annual budget request proposal

2) Vice President
   a) Exercise presidential office upon absence
   b) Assume presidential office upon vacancy
   c) Will aid the President in creating relations with other organizations
   d) Represents AASU on all occasions
   e) Is responsible for working with the Talent Chair in reserving Alumni Dance Studio for AASU Vibe
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f) Be the point of contract for AASU to other organizations that wish to collaborate

g) Must inform other SA clubs of AASU activities when given the opportunity

h) Be responsible for handling of the proper paperwork, as well as the main contact for
reservations, including but not limited to: off campus venues, room reservations for
GIMs, AASU hosted events, E-Board meetings, and SA Production requests.

3) Treasurer
   a) Keep complete and accurate account of the club’s funds
   b) Put in requests for use of club funds
   c) Prepare the annual budget request packet with the President
   d) Report to the president on all relevant financial matters
   e) Represents AASU on all occasions
   f) Advises the E-Board of financial matters related to AASU
   g) Shall ultimately decide, based on the ledger and other records, if a purchase is financially
feasible

4) Secretary
   a) Takes minutes at club meetings
   b) Maintain complete and accurate records of all club meetings
   c) Report to the president
   d) Shall be responsible in helping coordinate the scheduling of meetings
   a) Represents AASU on all occasions
   b) Is responsible for submitting AASU Track sheets at the beginning of each month or on
the date selected by the People of Color Council Coordinator in office.
   c) Keeps an official listing of members and the numbers of points they have accumulated
   towards becoming voting or non-voting members.
   d) Must share the official members list with E-Board upon request.
   e) Manage the listserv and oversee emails sent by AASU and received for AASU

2) Marketing Chair
   a) Represents AASU on all occasions
   b) Is responsible for creating flyers adhering to SA regulations for all AASU hosted events
   and GIMs
   c) printing posters from the SA office for AASU hosted events
   d) creating banners for all AASU hosted events
   e) making the presentation slides for all AASU GIMs

3) Publicity Coordinator
   a) Represents AASU on all occasions
   b) making all event pages using Facebook, Instagram, and Snapchat for all AASU hosted
   events and GIMs
   c) making forms for all AASU hosted events
   d) AASU’s social media presence
for making social media posts of AASU events on social-media outlets
f) taking pictures of all AASU related events
g) updating the AASU Calendar created by the AASU E-Board in office
h) Must participate and be a representative of AASU to other SA clubs and events.

4) Talent Chair
a) Management of AASU’s dance team, known as AASU Vibe
b) Is the dance captain of AASU Vibe
c)Represents AASU on all occasions
d) scheduling and overseeing workshops for AASU Vibe
e) involvement of AASU Vibe in all facets, including hosting evented outside of AASU
f) working with the Vice President in reserving alumni dance studio for AASU Vibe
g) Is expected to look for and seize all opportunities for AASU Vibe to perform on and off
the UB campus
h) Is allowed to have a maximum of one (1) Dance Coordinators in assisting AASU Vibe
management
i) The Dance Coordinator is not an Executive Board Members of AASU but are
extensions of the Talent Chair’s responsibilities in managing AASU Vibe
ii) The Dance Coordinator is selected only by the Talent Chair of AASU
iii) The Dance Coordinator may become the Talent chair in a 2/3 vote by the voting
membership if the elected Talent Chair position is vacant
iv) The Dance Coordinator may act as a proxy for the Talent chair
v) The Dance Coordinator is not responsible for AASU duties outside of AASU Vibe
i) Is the manager of the performance team

5) Political Chair
a) Represents AASU on all occasions
b) Must have a minimum 5 – 10 minute segment for every GIM
c) Is responsible for a minimum of 2 social media postings per month regarding issues
related to the POC community.

Article V

Government

Section I 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. Must occur at least once a month
3. Special Meetings:
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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 thirty-five (35) percent of the voting membership
   a. Quorum must be met for all special meetings

Section II Elections

1. Only voting members of the club may be allowed to nominate, run for office, and vote in the club elections
2. 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 and there are vacancies, 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
3. 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
4. The election will preside in this order:
   a. President
   b. Vice President
   c. Treasurer
   d. Secretary
   e. Publicity Coordinator
   f. Marketing Chair
   g. Talent Chair
   h. Political Chair
5. The candidate will be elected based on most votes received.
6. The newly elected E-Board will take office after the last day of classes of the spring semester of their elected year.
7. Voting members must be present in the election rooms AT ALL TIMES at the start of a candidate beginning their opening speech for an AASU E-Board position
   a. Leaving the election room while a candidate is at the podium, or speaking at any time voids your vote for that AASU E-Board position
   b. To keep your vote eligible, you must hand in your vote after hearing the candidates opening statement, and remain seated during the Q&A process.

Section IV Candidacy Requirements

1. Must be a registered full-time undergraduate student of UB
2. Must be in academic good standing
3. Must be a voting member of AASU

Section V Impeachment/Removal Process

1. Grounds for removal of an officer are as follows
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a. Violation of the undergraduate student association 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
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 President 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 as the offending officer will present their defense either in person or in writing
   e. At the same meeting, the voting membership with a two-thirds (2/3) 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 VI 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, Talent Chair, Publicity Coordinator, Marketing Chair, and/or Political Chair.
      i. A special election will be called. The special election will follow the exact guidelines of Section 2: Elections
      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 AASU
            b. The president will call a special meeting within a week of the announcement of the appointment, Quorum must be met
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c. The appointed position must gain at least thirty-five 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 VI

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 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, the amendment(s) and an updated constitution must be turned into the Student Association Office and the Council Coordinator for review and approval

Article VII

Dissolution of the Union

1. When the Union dissolves, all properties under AASU shall be returned to the Student Association