

THE CONSTITUTION AND BY-LAWS OF THE VANDERBILT UNIVERSITY  
ASIAN AMERICAN STUDENT ASSOCIATION

I. PREAMBLE

*The Vanderbilt University Asian American Student Association is organized for the purpose of promoting and providing awareness of Asian and Asian American issues and cultures within the University, the local community, and beyond. This Association also acts as a support group for those of Asian descent as well as those interested in participating in this Association's activities, helping to achieve its principles and objectives enunciated in this constitution and by-laws.*

II. ARTICLE I (NAME)

This Association shall be known as the Vanderbilt University Asian American Student Association (AASA).

III. ARTICLE II (OBJECTIVES)

This Association is organized to:

- A. Promote public awareness of the cultural and ethnic diversity of Asian Americans at Vanderbilt University and in the local community;
- B. Provide a forum for communication on issues of interest to the members and the community;
- C. Recognize cultural diversity through the celebration of traditionally recognized international and national events; and
- D. Serve as the representative voice for Vanderbilt University's Asian American community.

IV. ARTICLE III (MEMBERS)

**Section 1 (Admission)**

Membership shall be open to all those whose interests coincide and reflect those of this Association.

**Section 2 (Classes)**

- A. Active: Individuals who have paid dues. Active members shall be recognized by their eligibility to vote in all matters outlined in this constitution and by-laws, attend all general functions of this Association as set forth by the Executive Board; and by their right to run for any office of the Executive Board.
- B. Associate: Individuals who have not paid dues. Associate members shall have limited voting rights as decided by the Executive Board and as specified in this constitution and by-laws and shall not have the rights to run for any Executive Board office or attend certain functions of this Association as set forth by the Executive Board.

**Section 3 (Dues)**

Association dues shall be determined by the treasurer with the consent of the Executive Board.

## V. ARTICLE IV (THE EXECUTIVE BOARD)

### Section 1 (Composition)

The Executive Board shall be comprised of the President, 2 Community Co-Vice Presidents, 2 Cultural Co-Vice Presidents, Communications Chair, Treasurer, Recruitment Chair, and Special Events Chair.

### Section 2 (Duties)

A. President: The president shall be this Association's spokesperson; shall have the knowledge and supervision over all affairs of this Association; shall preside over the Executive Board and general meetings; shall appoint or create with the advice of the Executive Board, representatives to other organizations' committees, new committees, chairs of new committees, and members to various duties of this Association; shall decide all aspects of the Standing Committees as set forth elsewhere in this constitution and by-laws; shall be *ex-officio* member of all committees; shall conduct elections; and shall perform such other duties appropriate for the office as prescribed by this Association.

B. Community Co-Vice Presidents: APAHM co-chairs spearhead Asian Pacific American Heritage Month (APAHM) in the fall semester. Throughout the month, the co-chairs and their coordinator plan a series of events related to Asian American identity, including Ted Talk style events and panels discussing Asian American issues. APAHM culminates in Taste of Asia, an all-out feast featuring foods from over 10 different Asian countries!

C. Cultural Co-Vice Presidents: Organize and manage the logistics and details of ANYF (Asian New Year Festival). Major parts of the Cultural VP's job are to vision-cast the theme of the year's ANYF, to oversee the progress of dances and performance groups, and to create an enriching cultural experience for all those involved in the show.

D. Communications Chair: Responsible for keeping AASA members connected. This includes writing a weekly newsletter that shares AASA's as well as other organizations' programming, current events, and opportunities for board members. Communications also documents discussions and decisions made during board meetings and maintains AASA's blog in order to provide a platform and voice for AASA members. Additionally, Communications will lead AASA Committee, as explained in Article VIII. The Historian will also assist the Webmaster and Communications Chair in writing and updating as AASA blog.

E. Treasurer: The Treasurer shall be responsible for all receipts and disbursements of this Association's funds, in accordance with and at the direction of the Executive Board; shall seek sources for funds; shall prepare a working budget for the academic term; shall, ever month, inform the Executive Board of this Association's financial standing; and shall perform such other duties applicable to the office as prescribed by the authority of the president.

F. Recruitment Chair: Gets the word out to all new students (freshman and transfer students) about AASA, encourages involvement, and gets them excited about the things AASA does. Events/programs include Freshman Mixer, the Student Organization Fair, and the Big/Lil Program, etc. This position also oversees the Freshman Rep Application process (application, interviews, selection) and spends the rest of the year mentoring the freshman leader. Most importantly, this position builds close relationships and mentorships with interested AASA members from all parts of campus!

G. Special Events Chair: The special events chair has the opportunity to collaborate with the other board members of AASA to create entirely new programs and initiatives. In general, the person who serves in this role will work on things that fall outside of the scope of the other positions and will also support other board members as needed. In the past, the special events chair has created brand-new initiatives such as an AAPI mental health workshop, an academic mentorship event, a VSG debate for MLC orgs, and coordinated a delegation to attend a national AAPI-issues conference.

### **Section 3 (Code of Behavior)**

The members of the Executive Board shall be honest with and show respect toward each member of this Association during all functions and meetings held by the Association.

### **Section 4 (Term of Office)**

The offices of the Executive Board shall have terms beginning in late March to early April of the spring semester and ending at the same time the following spring semester.

### **Section 5 (Attendance)**

Members of the Executive Board may miss no more than two Executive Board or general meetings per semester. Special meetings and instances when an officer is occupied with business elsewhere are exempt from this clause.

### **Section 6 (Removal)**

A member of the Executive Board may be removed from his or her respective office if they do not consistently meet the specified requirements as outlined in this constitution and by-laws to the satisfaction of the members of this Association.

#### **A. Preliminary Procedure**

- 1) The member of the Executive Board must be aware of his or her inconsistent performance by at least three members. The accused member of the Executive Board has the option of resigning.
- 2) If the accused member of the Executive Board chooses to remain in office, a formal procedure of removal may be initiated.

#### **B. Formal Procedure**

- a. An initial motion for removal must be followed by a seconded and third motion.
- b. The accuser(s) and the accused member of the Executive Board must present their cases to the Board in the presence of this Association's faculty advisor.
- c. The Board must vote on the accused officer's case in presence of the Association's faculty advisor. A two-thirds concurrence of the Board is needed for the removal of the accused officer. The accused officer may not vote and may not be present at the voting.

### **Section 8 (Vacancies)**

Should an office of the Executive Board become vacant, the following procedures must be followed:

#### **A. Office of the President**

- 1) The Community Co-Vice Presidents and the Cultural Co-Vice Presidents can work out a consensus in which one of the Vice Presidents shall assume the duties of the President for the remainder of the term or any number of Vice Presidents can serve as Co-Presidents.
- 2) If consensus among the Vice Presidents cannot be achieved, then a formal election between the four Vice Presidents only must be held at the next general meeting following the procedures as outlined in Article V, Section 5.
- 3) If the resignation occurs over the summer, an e-election may be conducted. In any circumstance, a resolution must be reached by three weeks after the resignation.
- 4) The vacated office of the Vice President(s) shall be appointed as outlined in Article IV, Section 8, B.

#### **B. Non-Presidential Offices**

a. The President, with the consent of the Executive Board, shall appoint a member to fill the unexpired term.

**Section 9 (Eligibility)**

Active members as defined in Article III, Section 3, A are eligible to run for Executive Board positions.

VI. ARTICLE V (ELECTION OF THE EXECUTIVE BOARD)

**Section 1 (Date)**

Elections shall be held in March or early April but no later than the second weekend in April.

**Section 2 (Voting Eligibility)**

Active members as defined in Article III, Section 3, A are eligible to vote.

**Section 3 (Proxy)**

If the current board chooses, any active member unable to attend the elections may nominate and/or vote by e-ballot.

**Section 4 (Nominations)**

Parliamentary procedure must be followed. Nominations shall be submitted by electronic form at a designated due date before the day of elections.

A. Formal Procedure

- 1) The electronic form must present the constitutional descriptions of each office.
- 2) The candidate can be nominated through peer-nomination or self-nomination.
- 3) All nominees have the right to decline their nomination at any time before the election of that particular office.

**Section 5 (Formal Elections)**

Parliamentary procedure must be followed.

A. The President shall preside over the election of all offices; the Community Co-Vice Presidents and the Cultural Co-Vice Presidents shall count votes.

- 1) An incumbent President may not preside over the election of the office they are candidate for; the Community Co-Vice Presidents or the Cultural Co-Vice Presidents shall preside if they are not a candidate for that office.
- 2) An incumbent Community/Cultural Co-Vice President may not count votes for the election of the office they choose to be a candidate for; the President shall choose two current board members to count votes.
- 3) The President shall keep time.

B. Formal Procedure

- 1) All candidates may make a supporting speech.
  - a. Speeches may be no longer than three minutes.
- 2) Any members may ask thoughtful questions to the candidate as they see fit within a one-minute period for questions.

3) The President shall call for a formal vote. Plurality vote of the active membership in attendance shall decide.

## VII. ARTICLE VI (THE GENERAL BOARD)

### **Section 1 (Composition)**

The General Board shall be comprised of the Cultural Coordinator, Community Coordinator, 2 General Body Meeting (GBM) Planners, Historian, Webmaster, Designer, and Social Chair.

### **Section 2 (Duties)**

A. Cultural Coordinator: The Cultural Assistant will work closely with the Cultural Vice Presidents in planning, preparing, and executing Asian New Year Festival. The Cultural Assistant will support and take on tasks delegated by the Cultural Vice Presidents including calling businesses, finding out technical details, and brainstorming ideas for the show.

B. Community Coordinator: The Community Coordinator will work closely with the Community Co-Vice Presidents to create multiple programs for Asian/Asian American culture, help out with dinner for Taste of Asia as a part of Asian Pacific American Heritage Month, and prepare cultural education events for general body meetings. The Community Coordinator will work closely with the Community Vice President in planning, preparing, and executing Asian Pacific American Heritage Month.

C. General Body Meeting Planners: The GBM Planners will organize monthly general body meetings for AASA members and be responsible for coming up with themes and activities for GBMs. This position is vital in building community within AASA.

D. Historian\*: The Historian will be responsible for documenting all AASA events through visual media (photos, videos, etc.). The Historian will also be in charge of creating an end-of-the-year project to commemorate the progress and accomplishments of AASA throughout the entire academic year for posterity.

E. Webmaster\*: The Webmaster will be responsible for maintaining and updating the AASA website. The main priority for the Webmaster is to update the website regularly with weekly bulletins, issues, pictures, and other pertinent information related to AASA and the Asian American world.

F. Designer\*: The Publicity Chair will be responsible for designing flyers, posters, and publicity materials for general AASA events. The Publicity Chair will work closely with other board members in order to creatively and effectively advertise AASA events to the general public, using new forms of social media such as Facebook and Twitter.

- Publicity Team\*: Consists of 3 positions -- Designer, Historian, and Webmaster. The publicity team partners with the communication chair to serve as the liaison between AASA and its members to inform them of all things AASA through email and social media. The publicity team will consist of three (3) people, who will share the responsibilities that have traditionally belonged to historian, webmaster, and designer. The structure of the publicity team is more fluid, and is dependent upon the skills/interests of applicants.

G. Social Chair: Builds community within the general body members by hosting more casual events; works with everyone on board to make sure that AASA is actively working towards building a better community

### **Section 3 (Code of Behavior)**

The members of the General Board shall be honest with and show respect toward each member of this Association during all functions and meetings held by this Association.

### **Section 4 (Term of Office)**

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#### A. Preliminary Procedure

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#### B. Formal Procedure

- a. An initial motion for removal must be followed by a seconded and third motion.
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### **Section 7 (Vacancies)**

Should an office of the General Board become vacant, the President, with the consent of the board, shall appoint a member to fill the unexpired term.

### **Section 8 (Eligibility)**

Active members as defined in Article III, Section 3, A are eligible to run for General Board positions.

## VIII. ARTICLE VII (MEETINGS)

### **Section 1 (General Body Meetings)**

General body meeting shall be set by the board and held monthly at a location, date, and time most convenient for the majority of the members.

### **Section 2 (Executive Board Meetings)**

- A. Executive Board meetings shall be set by the president and held weekly at a location, date, and time most convenient for the majority of the officers.
- B. Majority of the members of the Executive Board shall constitute a quorum.

### **Section 3 (Special Meetings)**

The President or any member of the board shall call special meetings when deemed necessary.

## **IX. ARTICLE VIII (AASA COMMITTEE)**

There shall be an AASA Committee.

- A. The AASA Committee shall be presided over by the Communications chair.
- B. Any member is eligible to hold a seat on the AASA Committee.
- C. New standing committee may be created when deemed necessary by the President and with consent of the Executive Board.
- D. Standing committees may be dissolved when deemed necessary by the President and with the consent of the members.

## **X. ARTICLE IX (ADVISORS)**

This Association must have a faculty advisor in compliance with university policy. This Association's faculty advisor must be decided upon by the majority vote of the members.

- A. The faculty advisor will be provided by the Inclusion Initiatives and Cultural Competence Office under the Dean of Students.
- B. The faculty advisor may commit to this Association for as long as they wish.

## **XI. ARTICLE X (AMENDMENTS OF THE CONSTITUTION AND BY-LAWS)**

All amendments must fall within the guidelines of the ***Vanderbilt University Student Organizations Handbook*** and adhere to the objectives of this Association.

- A. Procedure
  - 1) A meeting shall be called or time be set aside by the President when there is an expressed desire to propose an amendment to this constitution and by-laws.
  - 2) Any passed motions will be open to the members for discussion at the specified meeting or time.
    - a. Initial motion, made by an active member, is passed when it is followed by a second and third motion, also by active members.
  - 3) Two-thirds of the active membership must be present for a formal vote.

4) Two-thirds concurring vote of the active members in attendance shall pass the amendment.

All amendments shall follow the above procedures unless specified otherwise in this constitution and by-laws.

## XII. ARTICLE XI (PARLIAMENTARY AUTHORITY)

Standard parliamentary procedure shall govern this Association in all cases, which any member of the board deems necessary and in which they are not inconsistent with this constitution and by-laws and any special rules of order this Association may adopt.

Revised April 14, 2017