

AFSA Constitution

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Preamble

The African Student Association (Afsa) is an Arizona State University student organization founded as an effort to contribute to ASU's long heritage of cultural diversity. Afsa's primary goal is to raise African awareness on campus. It will therefore promote African culture, inform students about Africa and issues facing the continent, and dispel any myth or misconception people may hold about Africa. To do so, the organization will sponsor and host events reflecting the various African cultures throughout each calendar year.

Moreover, Afsa was created out of the need for unity, camaraderie, fellowship and the desire to work together. In that sense, Afsa provides a unified forum for members as well as a support system. Thus, the organization will assist African students, direct them within the ASU community, and help them face the challenges ahead. Through social gatherings, members will have an opportunity to meet and connect with one another, creating a network of friends.

Finally, the activities of Afsa are focused on community development and social improvement. The organization will sponsor community service activities in an attempt to reach out to the broader African community of Arizona and will work hand in hand with the Black and African Coalition (the BAC) and other organizations on campus.

Article I: Name of the Organization

The name of the association shall be the African Student Association, hereafter referred to as AFSA

Article II: The Executive Board

Section A: Composition of the Executive Board

The Executive Board shall be comprised of the President, Vice President, Secretary, Treasurer, Relations Specialist (Parliamentarian), Event Coordinator, and Webmaster

Section B: Duties and Responsibilities of the Executive Board

1. The President shall:

- a. Uphold this constitution and all general guidelines and policies
- b. Set the appointed meeting times for the Executive Board and the general meeting
- c. Call to order and preside over all Executive Board, and AFSA campus-wide meetings; create the agenda and announce the business before the assembly in the proper order; present all matters properly brought before the board; work in conjunction with the Vice President to preserve order
- d. Be an ex officio member of every committee
- e. Vote only when needed to break a tie
- f. Be the official voice for all AFSA matters
- g. Not miss more than 3 meetings a semester

2. The Vice President shall:

- a. Fill any vacancy occurring in the office of the President
- b. Maintain active communication with and among clubs and club membership
- c. Act as an advocate for the association interests at ASU Student Government
- d. Act as the Election Clerk at times of general election
- e. Be a voting member of the Executive Board and the Legislature except when filling a vacancy occurring in the office of President
- f. Not miss more than 3 meetings a semester

3. The Secretary shall:

- a. Record attendance to meeting and publish minutes within four days of the meeting
 - b. Maintain a running list of all active association members
 - c. Maintain an updated public record of all AFSA bylaws and publish any alterations made during the current term
 - d. Keep an additional record of every resolution or motion that is adopted
 - e. Keep a record of publications written about AFSA
 - f. Email members
 - g. Be a voting member of the Executive Board and the Legislature
4. The Treasurer shall:
- a. Keep an account of all AFSA funds, which will be public information
 - b. Pay all expenses incurred by the association
 - c. Check that each receipt submitted for reimbursement is in accordance with the rules under which the funds were allocated.
 - d. Submit a report to the Executive Board at the end of each semester consisting of the amount on hand at the commencement of the year, the amount received during the semester(s), the total amount paid by order to the association, and the balance on hand. The year-end report shall repeat the financial information disclosed in the first semester's report
 - e. Keep updated account balances of every AFSA monitored account throughout both semesters
 - f. Organize the fundraising events
 - g. Be a voting member of the Executive Board and the Legislature
6. The Relations Specialist shall:
- a. Maintain Intra club relations
 - b. Maintain Inter club relations (within the ASU campus)
 - c. Be the guarantor of the constitution and act as the parliamentarian
 - d. Be a voting member of the Executive Board and the Legislature
7. The Event Coordinator shall:

- a. Organize Social Events
 - b. Coordinate Cultural Awareness events
 - c. Plan community service activities
 - d. Be in charge of all public relations between AFSA and the broader African Community of Phoenix.
 - e. Be a voting member of the Executive Board and the Legislature
8. The Webmaster shall:
- a. Update the website monthly
 - b. Prepare the news letter weekly
 - c. Have sole access/control to the website
 - d. Be a voting member of the Executive Board and the Legislature

Section C: Powers of the Executive Board

- 1. Require reports from all members and executive committees for update on events, issues, and ideas on campus and to ensure that policies made by members are consistent with those of AFSA
- 2. Meet at least once a week at an agreed-upon time to review the agenda prior to the meeting of the association and to discuss any additional business pertinent to the AFSA
- 3. Be responsible for upholding the attendance policies of the Executive Board.
- 4. Designate a member of the faculty or administration contingent upon their agreement, as their advisor
- 5. Work with the Treasurer on approving the allocations of funds to club
- 6. Leaves of absences exceeding two weeks shall be brought before the association for approval. Absences exceeding four weeks shall result in forfeiture of position

Article III: The Association

Section A: Composition of the association

1. Membership to AFSA is open to any interested students and any African students
2. The association will be composed of:
 - a. an executive board made up by President, VP, Secretary, Treasurer, Relations Specialist (Parliamentarian) and Event Coordinator, Webmaster
 - b. and the faculty advisor.
3. Members who have paid the membership dues for the semester (\$20) will be refer to as active members

Section B: Rights and Responsibilities of the association

1. No one shall hold more than one seat in the association
2. Attendance
 - a. Attendance will be taken by the Secretary.
 - b. Any representative (officer or member) who has three unexcused absences from the AFSA association and/or three unexcused absences from committee meetings shall be subject to the policy below:

After the second unexcused absence, the Secretary shall send a warning to the representative in question and the group that he/she represents if applicable. After three unexcused absences, the Secretary shall send a notice to the President informing him/her of the case.

- c. After three unexcused absences have been recorded, the representative's voting privileges shall be revoked. When the representative attends the association meeting immediately following revocation, their vote will be suspended for one week and subsequently restored. If the representative does not attend, their vote shall be lost for the remainder of the semester
 - d. Definitions of excused and unexcused absences:
 - i. In meetings of the association, an excused absence is an absence in which the representative has contacted the AFSA President or the Secretary and been excused. Unexcused absences are those in which the President or Secretary has not expressly excused the representative. Any reports of

absences after the meeting will be deemed excused or unexcused at the discretion of the President and the Secretary

ii. In committee meetings, absences are deemed excused or unexcused at the discretion of the committee chair

3. The concerns, issues, complaints, and comments of the African student should be relayed to the AFSA by any representative or any student present at AFSA meetings (preferably the Relations Specialist)

4. All voting members may propose legislation. All resolutions must be typed and sent to the Secretary. Copies must be distributed the week before the legislation is proposed, thus allowing the representatives to be prepared for debate

5. To vote on any legislation, there must be consent by simple majority of the total association. If the vote cannot be taken after three consecutive weeks due to lack of quorum, then the Executive Board will be granted the power to decide the piece of legislation

Section C: Powers of the association

The association shall:

1. Have the power to represent the African Student in all matters
2. Take any action deemed necessary to the functioning of the AFSA that is not prohibited by this constitution or college policy through legislation, letters and/or action
3. Allocate AFSA funds under the direction of the treasurer
4. Have final authority over all actions of the standing committees. Final votes require a simple majority
5. Conduct all campus-wide elections and any special elections that may become necessary throughout the year
6. Approve all functions sponsored under the name of AFSA or its committees
7. Collect membership dues in the amount of \$20 for each semester (preferably at the beginning of each semester)

Article IV: The AFSA Budget

AFSA will strive to maintain sufficient finances throughout each calendar year in order to fund its events and cover expenses. To do so, the association will (under the direction of the Treasurer):

- a. collect membership dues each semester
 - b. apply for funding to the USG and the coalitions in which AFSA has membership (currently the Black and African Coalition -BAC- and the International Student Coalition-ISC), as well as any ASU organization willing to fund AFSA
 - c. Raise contributions from private donors
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Article V: Elections

Section A: The following officers shall be elected in the annual all-campus elections to be held in the spring for the following year:

President, Vice-President, Secretary, Treasurer, Relations Specialist, Event coordinator, and Webmaster

Section B: Eligibility

1. No person may be a candidate for or serve in an elected position if on academic probation. The Academic Dean shall assure that no candidates are on academic probation. Candidates must be full-time students of Arizona State University
2. Candidates shall campaign for no more than 3 positions
3. No person may served in the same elected position for more that two consecutive terms

Section C: Election Procedures

1. The elections will be held within the last two weeks of the spring semester
2. The Executive Board shall propose an election date to the AFSA. The proposal must be approved by the association. The Executive Board will announce and publicize the election deadlines and available positions.

3. A nomination session will precede the tenure of the election one week prior to the Election Day

4. Nomination Procedure:

a. candidates list the positions they plan to run for by order of preference in the nomination form

b. on election day, candidates will first compete for their first-choice positions and then for their second or third-choice positions, in case that these positions have not been filled yet

5. The Vice President (if not running for office) shall make the election announcement to the African Students (if he is running an election clerk will be chosen among Members by them). The election announcement will include:

a. the available positions and the procedure for establishing candidacy.

b. the date, time and location of the elections and the election results announcement. The announcements shall be made in full at least one week prior to the Nomination Session

6. An Election Staff will be established to assist the Election Clerk.

a. A maximum of three volunteers will compose this staff.

b. No staff member may be running as an official or write-in candidate for any position on the ballot. All staff members shall refrain from electioneering for any candidate.

c. The duties of the staff shall include working at the election table and assisting in the counting of ballots, as well as any other tasks deemed necessary by the Election Clerk

7. Election Day procedures shall be determined by the Election Clerk in accordance with the following guidelines:

a. Official election workers will:

i. refrain from wearing any campaign attire

ii. Refrain from answering questions concerning the candidates

b. Ballots will:

i. Be kept in front the official workers.

ii. Be recorded and tallied separately for each position.

8. At least three official counters shall open the machine or ballot box and count the votes. The official counters shall include the Clerk of Elections, at least one member of the Election Staff and one faculty or staff member.

9. If a violation of any specified election procedure occurs, candidates may be subject to disqualification by the Election clerk.

Article VI: Succession and Impeachment Procedures

Section A: Succession Procedures

1. In the event of a vacancy in the office of AFSA President during his or her term, the AFSA Vice President shall assume the position. Should the positions of AFSA President and Vice President both be vacant, then the Relations Specialist shall assume the position of President until new election.

2. In the event of a vacancy in the office of AFSA treasurer, Relations Specialist, Event Coordinator or Webmaster during their term, new election will held and new officers will be elected for the remainder of the academic year

Section B. Impeachment and Disciplinary Procedures

1. Any member or Executive officer who does not comply with the rules laid out by this constitution or subsequent regulations, policies or guidelines will be subject to impeachment or/and disciplinary procedures.

2. Any member or Executive officer violating rules or other posted policies including verbal and or physical abuse, disorderly conduct, and inappropriate behavior is subject to immediate removal or suspension from AFSA.

3. Impeachment of any Executive officer (including the President) shall be brought before the members and requires a two-thirds majority of the active members present at the meeting

Article VII: Amendments, Quorum and Ratification

Section A: Amendments

The Constitution may be amended by a two-thirds majority of the active members who voted in accordance with the following procedures:

Any Amendment to the Constitution shall be brought before the association and requires a two-thirds majority of the total Legislature to pass favorably for consideration by the African Students.

Section B: Quorum

No legislation may be passed by the association unless a quorum consisting of two-thirds of the total amount of voting members is present at the meeting.

Section C: Ratification

The Constitution of the AFSA shall be ratified by a two-thirds majority of those students who vote.