

## **The Constitution of the Asian Students Association**

University Center Mailbox 158

5000 Forbes Avenue Pittsburgh, PA 15213

Originally written November 12, 1990.

Last revisions made January 11, 2016

### ARTICLE I: Title

The name of this organization shall be the Asian Students Association of Carnegie Mellon University. (ASA)

### ARTICLE II: Vision

The Asian Students Association seeks to empower and connect the Asian American community at Carnegie Mellon University.

### ARTICLE II: Purpose

- To provide social and leadership opportunities for the members of this organization.
- To provide academic and social support for the members of this organization and the rest of the Asian American community at Carnegie Mellon University.
- To encourage interactions between ethnic groups through social and cultural activities.
- To enhance public understanding of different values among different Asian American cultures.
- To enhance public understanding of educational, political, social, and economic issues that the Asian American community faces.
- To provide opportunities for inter-collegiate networking and involvement through various functions and activities.

### ARTICLE III: Membership

- Membership is open to those who are associated with the Carnegie Mellon University community; we abide by the CMU Statement of Assurance; we do not discriminate.
- Rights and privileges:
  1. Voting rights during the electoral meetings and constitutional amendments.
  2. Participation rights - suggestions, involvement in activities and other opportunities.
  3. Rights to participate in any open ASA events (closed events include elections and voting meetings).
  4. Electoral Rights during the nomination process, running for an office, and voting

### ARTICLE IV: Executive Board

#### SECTION A: List Of The Officers

The Executive Board of the Asian Students Association will consist of the elected positions of President, Vice President of Membership, Vice President of Events, Treasurer and Secretary. General board officer positions will consist of Public Relations Heads, Design Chair, Webmaster, Financial Chair, Historian, and Freshmen Representatives (who serve for only the fall semester). Associate board members are those whom the Executive board appoints into an intern position or a head committee member position if applicable. These appointed positions include Intramural Sports Chair, Dance Rep, and Booth Rep.

#### SECTION B: Terms Of Office

A one-year tenure of office starts from the beginning of January to the end of December of the

same year. Following the election there is a transition period before the new officers take over. Formal inauguration of new officers shall be held at the last board meeting of fall semester.

#### SECTION C: Qualifications for an Office/Nomination process

- The nomination period for general board and executive board will begin the first week of November or three weeks prior to Thanksgiving—whichever date is earlier.
- For the executive board nominations will end the board meeting prior to executive board elections and for general board, nominations will end the board meeting prior to general board elections.
- Only current members may be nominated for a Board position by either themselves or other members.
- Members may run for multiple board positions but may only serve in one board position per term.
- Board representatives (IM Chair, Dance Rep, and Booth Chair(s)) may not serve simultaneously as an executive board member. Executive board members may petition the board and receive 2/3 votes of the current board in order to serve as both as ASA representative and executive board member simultaneously.
- All candidates are allowed to decline before the deadline for nominations.

#### SECTION D: Election/Interview Process

- Only members are permitted to vote at the Election; the election is open to all.
- Each candidate will be given a maximum of one minute to make a speech followed by a question and answer session made by members.
- The election process will be over the span of two days. The executive board elections will occur first followed by the general board elections.
- The election order will for the executive board elections will be candidates for President, Vice President of Membership, Vice President of Events, Secretary, and then Treasurer.
- The election order will for the general board elections will be candidates for Public Relations Heads, Events Chair, and Financial Chair.
- Each member will be given one secret ballot to vote.
- All ballots will be collected at the end of the meeting and counted. The Advisors will tally up the ballots. In the event that the advisors are not present, the President will tally up the ballots. If the President is running for another term on the executive and general board, one random member (who is not a candidate or an officer) along with two officers who are not running for a position on the executive or general board will tally up the ballots.
- In the event of a tie, there will be a closed officers' vote between those two candidates.
- In the event that a candidate is elected for two or more positions on the Executive or general board, he or she must decline all but one position. The next runner-up for the vacant office(s) shall be the newly elected.
- If there exist a vacancy after the candidate declines, another election shall begin for all vacancies unless the Executive Board feels the need to appoint a candidate whom they feel is greatly qualified to will fulfill the vacant position. That candidate must be voted on by the board-elect members and receive 2/3 of the votes to be appointed into that position.
- The positions of Historian, Design Chair, and Webmaster will be done through any interview process after the new board has been elected.
- The period between elections and the old board/new board dinner will be a transition period between old board and new board.
- New board installation will be done during the new board/old board dinner

- Freshmen representatives will be appointed within the first month of the fall semester. Interested candidates must fill out an interest form and participate in an interview. There will be one female and one male representative. After all the interviews have been conducted, each board member will vote for one female and one male candidate in secret ballot. The candidate with the most votes will be appointed as that semester's freshmen representatives.

#### SECTION E: Appointments

- Only members who have expressed strong interest in being very active in the organization may be appointed to an intern or associate member to head a committee.
- Appointments will be made by a quick review of the qualifications determined by the Executive board in a closed meeting.
- In the event that the Executive committee feels the need to appoint a member onto the board for the purpose of increasing student support, it may be discussed during the board meeting with all board members and voted upon. A majority vote will be needed to appoint another member onto the board.

#### SECTION F: Termination of Office

##### 1. Termination of officers

o Due to Resignation - The officer requesting resignation must submit a written notification to the president for the approval of termination. If it is the President, the notification should be given and approved by the Vice President of Membership.

o Due to Cause - If the any member of the board has reason(s) to believe that an officer should be terminated due to "cause", the executive board must review the causes that have been violated. For the purpose of this Constitution, "Cause" means (i) an act or acts of personal dishonesty engaged in by the executive and intended to result in personal enrichment of the Executive at the expense of the organization, (ii) repeated violations by the Officer of the Officer's obligations under this Constitution which are willful and deliberate on the Officer's part and which are not remedied in a reasonable period of time after receipt of verbal or written notice from the executive board or (iii) the conviction of the Officer of a felony. There will be a vote in which majority rules within the executive board on the ruling of the termination.

##### 2. Restructuring of the Executive Board after terminations

o The remaining officers will fill in the President and/or Vice President positions if they are vacant by vote. Other vacant positions will be filled through special elections during a Election for any member to be elected.

#### SECTION G: Activities

##### 1. Committees

o Committees may be formed by any officer and must be approved by executive board members. Committees consist of an organized group of ASA members interested in becoming actively involved by helping to organize ASA activities. All committees must be headed by an elected board member or an associate board member.

##### 2. Booth:

- If the below requirements are not met by the end of October of each school year, ASA will not proceed with booth for the year
  - o For a full size booth, at least 4 elected chairs, specifically at least 2 design chairs and at least 2 structure chairs
  - o For a blitz booth, at least 2 elected chairs, specifically at least 1 design chair and at least 1 structure chair

- An “advisor” that is present and on campus throughout the spring semester
    - The advisor must also have been a previous booth chair, ideally for ASA
- Responsibilities of a design chair include, but are not limited to
  - Designing the booth from start to finish
  - Determining the logistics of creating the booth, in coordination with the structure chairs
  - Managing and delegating design tasks
  - Keeping and updating supply inventory for design tasks
  - Having a focused vision of the final booth, from general atmosphere to individual design elements
    - This involves creating prototypes and sketches so some experience in art, design, or other similar fields is necessary
- Responsibilities of a structure chair include, but are not limited to
  - Coming up with structural plans
  - Determining the logistics of creating the booth, in coordination with the design chairs
  - Coordinating with the Carnival Booth committee to revise and finalize these plans
  - Being intimately knowledgeable of the construction standards that need to be adhered to
  - Managing and delegating structural tasks (construction of frames, stairs, other supports, etc)
  - Directing the construction of the booth during build week
- Overall responsibilities of all the chairs include, but are not limited to
  - Organizing build sessions throughout the spring semester
  - Appointing stools to help with leading build sessions
  - Handling expenses in coordination with the treasurer
  - Holding regular meetings along with other chairs and stools
  - Updating the organization with the progress of the booth
- Responsibilities of the advisor include, but are not limited to
  - Consistently keeping in touch with chairs to check on progress
  - Giving unbiased advice
  - The advisor is not required to consistently attend build sessions
- The time commitment of chairs ranges from a couple hours a week in the fall, to an every day full day commitment during build week

#### SECTION H: Meetings

For the purpose of all members and non-members to be aware of the activities planned within the Asian Students Association. The General Body Meetings will occur on a set day of every month within the academic calendar.

#### ARTICLE V: Officer Duties

##### President

- Act as official spokesperson on behalf of the members of the Asian Students Association to the campus community.
- Preside over all activities and events sponsored by the Asian Students Association.
- Head weekly board meetings.
- Main command over all events and committees within the best interest of the organization.
- Maintain good relations and open communication with all other campus organizations

and branch organizations from outside of campus.

- Further establish vision and mission of Asian Students Association
- Have the power to over-ride decisions of any members of ASA except the decision for impeachment.

#### Vice-President of Membership

- Act as one of the main representatives on behalf of the members of the Asian Students Association to the campus community.
- Assist the President in all endeavors and activities sponsored by the Asian Students Association.
- Second in command - perform the duties of the President in times of absence.
- Work closely with and mentor the Public Relations heads
- Aid other executive board members in performing their duties
- Remain accountable for the President and take initiative to further the interests of the Asian Students Association.
- Works closely with President in regards to “internal” affairs such as board and general body members of Asian Students Association
- Attend weekly board meetings
- Be the main point of contact for intramural sports rep, dance rep, and booth rep

#### Vice President of Events

- Act as one of the main representatives on behalf of the members of the Asian Students Association to the campus community.
- Assist the President in all endeavors and activities sponsored by the Asian Students Association.
- Work closely with and mentor the Events Chair
- Aid with the planning and coordination of events by advising officers and their committees
- Remain accountable for the President and take initiative to further the interests of the Asian Students Association.
- Main good relations and communication with other campus organizations and branch organizations in other colleges
- Lead efforts in establishing Asian Students Association’s mission and purpose externally, specifically in promoting the awareness of Asian American identity and Asian American Culture.
- Works closely with President in regards to “external” affairs such as events and partnerships with other organizations
- Attend weekly board meetings

#### Treasurer

- Act as one of the main representatives on behalf of the members of the Asian Students Association to the campus community.
- Responsible for the financial funding of all endeavors and activities sponsored by the Asian Students Association.
- Be an authorized signer.
- Responsible for the financial matters which include annual budget proposal, incomes and expenditures of all organizational transactions, purchasing, and bookkeeping.
- Responsible for the approval of the budget plan of all committees. Except for the President, the Treasurer is the only person eligible to Request financing from the Student

Affairs office (either by purchase order or reimbursement of our Student Senate Subsidy Account).

- Request financing from Student Senate for reimbursements from the Student Senate Subsidy Account and for special funding of events (special allocations).
- Work closely and mentor Financial Chair
- Work with financial committee to organize fundraisers and request additional allocation of funds from various campus resources.
- Attend weekly board meetings

#### Secretary

- Act as one of the main representatives on behalf of the members of the Asian Students Association to the campus community.
- Book necessary tables and rooms through 25Live
- Responsible for minutes of each meeting and posting the minutes on the Google drive
- Send daily to do list and minutes to board members after every board meeting.
- Maintain the Bridge page of the Asian Students Association.
- Attend weekly board meetings

#### Public Relations Heads

- Act as one of the main representatives on behalf of the members of the Asian Students Association to the campus community and actively recruit during their entire term.
- Promote external and maintain internal interest in the Asian Students Association.
- Promote events and activities to the campus community through marketing and publication planning. This involves working closely with the Design Chair.
- Organize and run weekly General Body Meetings
- Run Public Relations committee meetings.
- Create Facebook events for Asian Students Association sponsored events
- Maintain a d-list of all members and interested students to inform them of events.
- Inform all members and the campus community of all events.
- Aid the communication with all other organizations.
- Execute all publicity for the organization, including but not limited to tabling, chalking, handing out fliers, and placing posters.
- Attend weekly board meetings

#### Events Chair

- Act as one of the main representatives on behalf of the members of the Asian Students Association to the campus community and actively recruit during your entire term.
- During the fall semester be the Culture Night liaison—attend meetings, work with freshmen representatives, inform board members of progress, etc
- Proactively cooperate with external organizations to organize events to enhance public understanding of various Asian Cultures
- Lead and work with other ASA members to create, plan, and execute events promoting Asian Students Association's mission and purpose.
- Develop and spread an understanding of Asian American identity/culture among the general body
- Work closely with the VP of Events in the development/execution of large scale events that promote the purpose of ASA
- Attend weekly board meetings

### Historian

- Act as one of the main representatives on behalf of the members of the Asian Students Association to the campus community and actively recruit during their entire term.
- Publish a monthly newsletter that may have the following
  - 1) Board Member Introductions
  - 2) Upcoming events and event updates
  - 3) Calendar
  - 4) Photos
  - 5) Recent developments within the national APA community.
- Update content and news on the Asian Students Association Facebook page.
- Take pictures of every ASA event and upload onto both the Asian Students Association Facebook page and our page on the Bridge.
- Compile a timeline that details ASA history, so that future members may see the progression and transformation of the organization
- Act as the main contact for Alumni maintaining a directory to all those who wish to stay part of the ASA family after graduation
- Lead Media Committee
- Attend weekly board meetings

### Financial Chair

- Act as one of the main representatives on behalf of the members of the Asian Students Association to the campus community and actively recruit during your entire term
- Draft proposals that analyze the feasibility, logistics, and other requirements of fundraisers
- Responsible for the execution of fundraising events that includes but is not limited to establishing costs, booking rooms, designating effective ways to advertise and PR.
- Capable of reaching out and engaging local businesses that may wish to work with ASA
- Work with the Events Chair to sell fundraising goods for various cultural events including but not limited to ARCC Night Market, One Night in Beijing, TSA's Culture Night, etc
- Work with Treasurer to help with budgeting.
- Attend weekly board meetings.

### Design Chair

- Act as one of the main representatives on behalf of the members of the Asian Students Association to the campus community and actively recruit during their entire term.
- Design necessary posters, flyers, pamphlets, t-shirts for any Asian Students Association sponsored event.
- Effectively use skills to portray the organization in an appropriate and beneficial manner, following the goals and purpose of ASA.
- Lead Design Committee
- Attend weekly board meetings

### Webmaster

- In charge of designing/implementing various features on the ASA website deemed necessary by the board
- Keeps website up to date with current events and photos
- Maintain contact with the Secretary to discuss and check in on assignments

- Maintain ASA's web presence in a way that is appropriate and beneficial to the organization

#### Freshmen Representatives

- Act as one of the main representatives on behalf of the members of the Asian Students Association to the campus community and actively recruit during their entire term.
- Act as the liaison between the freshmen body and Asian Students Association.
- Organize additional events and functions to serve the freshman body within the Asian Students Association.
- Organize Asian Students Association's skit for Culture Night.
- Participate in Lambda Phi Epsilon's Asian Pacific American Pageant.

#### ARTICLE VI: Advisory Committee

##### 1. Appointment of advisors

o Any faculty member currently employed at Carnegie Mellon University may be appointed as a member of the advisory committee by a majority vote of the board members. The duration of term for each member on the advisory committee is indefinite unless specified by the advisor or board members.

##### 2. Termination of advisors

o Due to Resignation - The advisor requesting resignation must submit a written notification to the board for termination.

o Due to Cause - If the any member of the board has reason(s) to believe that an advisor should be terminated due to "cause", the executive board must review the causes that have been violated. For the purpose of this Constitution, "Cause" means (i) an act or acts of personal dishonesty engaged in by the executive and intended to result in personal enrichment of the Executive at the expense of the organization, (ii) repeated violations by the Officer of the Officer's obligations under this Constitution which are willful and deliberate on the Officer's part and which are not remedied in a reasonable period of time after receipt of verbal or written notice from the executive board or (iii) the conviction of the Officer of a felony. There will be a vote in which majority rules within the entire board on the ruling of the termination.

##### 3. Role of advisors

o Advisors will aid the organization in planning and executing events. They shall serve as personal counselors for the organization and provide advice for members of the organization. The Advisory Committee shall meet at least once a semester.

#### ARTICLE V: Amendments

The old officers in collaboration with the new officers will review the constitution and call attention to necessary or recommended changes for the benefit of the organization and its members. Approval of amendments must be made by at least 2/3 votes of board members.

#### END NOTES:

In the late 1970s, Asian Cultural Organization was formed to enrich the campus of Asian Cultures. Several years later, due to the domination of majority Asian students being Chinese and Korean, ACO became the Chinese Student Organization. There was also a Korean Student Association. In late 1988, 16 CSO members which included Chinese, Filipino, Japanese, and Korean -American students founded the Asian Students Association, Under the supervision of President Paul Sun' After two years, after President Ed Abadines and President t.k. Pen (Tseng-Kwan Pen), there were many flaws found in the practice of ASA



Constitution. A revision was done at the end of t.k. Pen's Presidency, given to President Julius Pulmano. The original version and the revision version was kept for reference.

In 2013, many Asian organizations have been created to serve the large and diverse Asian Community at Carnegie Mellon. Due to these numerous changes in the Carnegie Mellon Community, President Jeffrey Lau revised the ASA Constitution to promote awareness of issues that plague the Asian American community. While culture of other Asian countries will continue to be promoted, ASA will strive to raise concerns to the public and campus administration.

The 16 Founding members of ASA were:

Paul Sun, Tseng-Kwan Pen, Wendi Tsung, Bryan Wu, Victor Liang, Cindy Arias, Jenny Lin, Yi-Ren Wang, Crystal Tsay, Luke Roka Gouda, John Tang, Kelvin Seto, Chi Yao, Victor Law, Julius Pulmano, and Linda Liao.

Revision by t.k. Pen - President of 1990.

HTML conversion and address correction by Cuong Do.

Additional formatting by Chanh-Duy Tran.

Further revisions by Thu Vu.

Further HTML formatting by Saied Hedayati

Further revisions by Min Ju Kim.

Further revisions by Jeffrey Lau.

Further revisions by Jacqueline Pan 2016.

Further revisions by Alex Yu 2016.

Further revisions by Jacqueline Pan 2016.