

**AFRICAN STUDENTS ASSOCIATION**  
**Truman State University**

**CONSITTUTION AND BY-LAWS**  
**(As amended by the General Assembly on November 3, 2011)**

*Article 1: Name*

African Students Association (A.S.A)

*Article 2: Objectives*

The purpose of the club shall be to:

- A. Bring awareness of African issues to Truman State University (T.S.U) and its surrounding community
- B. Act as a resource of information on Africa
- C. To help dispel misconceptions about Africa
- D. Act as a support group for African students at T.S.U
- E. Encourage the positive interaction of all African Students with one another and the student body at T.S.U

*Article 3: Membership*

- A. Membership is open to all students at T.S.U
  1. Member: An individual who has paid dues for the current semester
  2. Active member: An individual who is
    - i. A member of ASA
    - ii. Involved in ASA social **and** service events by serving as a committee head or has participated in one or more of these events.
- B. Members shall pay a ten dollars fee each semester (or fifteen per year)
- C. Alumni members shall pay twenty dollars each semester (or thirty per year)
- D. Membership may be revoked for the following reasons:
  - i. Unpaid dues
  - ii. Lack of attendance
  - iii. Engagemnet in criminal activities
  - iv. Violation of any of the codes of conduct and rules set by T.S.U., as indicated in the student handbook.

The officers of the association, with the aid of the faculty advisor, shall execute removal.

## *Article 4: Student Members*

- A. Student members are expected to attend all meetings. They may miss a maximum of two meetings per semesters. Provisions will be made, on a case by case basis for students with special situations (athletes, family emergencies, etc.). They must inform the officers within a reasonable time.
- B. Student members are expected to partake in meetings and all other events sponsored by A.S.A.
- C. Students must make orderly motions during meetings.

## *Article V: Alumni Members*

- A) Alumni members must be contacted via E-mail.
- B) Alumni are expected to provide continual support and provide positive encouragement for students.
- C) They are expected to aid members at will, provide information on careers, and assist student members in searching for jobs.

## *Article VI: Elections*

### **Section 1: Eligibility for elections**

- A) All student members are eligible for elections.
- B) To ensure continuity of policies and programs, to keep up relations with other organizations and to ensure familiarity with methods of A.S.A and the Truman community and administration, the position of President shall be filled by a former officer of A.S.A.
- C) In the event that there is only one person who fits the description (i.e. only one member has previously held office), this position may be open to any member who has been an active member of A.S.A. for at least the current semester.

### **Section 2: Election Periods**

- A) All elections will occur once a year at the end of the spring semester.
- B) Special elections will be held in the event an office is vacated before election time. The existing officers will set the date for the election.
- C) The vacating officer must provide his/her fellow officers with at least a two weeks' notice of intent.

### **Section 3: Nominations**

- A) Student members may move to nominate themselves or someone else at election time.
- B) The nominations shall be open.
- C) The nominated party must accept (or refuse) nomination before voting proceeds.
- D) Nominated party must be an active member (paid member)

#### **Section 4: Election Procedures**

- A) Voting must be a secret ballot.
- B) A simple majority is needed to elect a candidate to a position.
- C) In the event of a tie, a tie-breaking vote (including only those tied) shall be cast.
- D) Only active members (paid members) are allowed to vote

#### **Section 5: Transition**

- A) The elected officers shall assume their responsibilities in the fall semester.
- B) All outgoing officers are expected to hand over all official documents and files to the respective incoming officers and conduct a brief orientation on their responsibilities.
- C) Each elected member is expected to serve at least one full term (i.e. fall and spring semester) except in special elections where the member is elected to complete an already existing term.
- D) There shall be no limit to the number of terms one may serve.
- E) No person shall hold two positions at the same time.

### ***Article VI: Officers***

The offices and responsibilities shall be as follows:

#### **A. President**

He/ She shall serve as a leader and representative of the association. He/She shall act as an overseer of the club and preside over all meetings. He/She shall work in conjunction with the Vice President.

#### **B. Vice president**

He/she shall assist and work in conjunction with the president on leadership, representation and other responsibilities. He/She shall act in the absence of the president.

#### **C. Secretary**

He/She shall take attendance, read the agenda, and take minutes at all meetings. He/She shall be responsible for maintaining a meticulous record of deliberations at meetings and all other official correspondence. He/She shall announce, confirm and remind members of the time, date and location of the meeting.

#### **D. Treasurer**

He/She shall be in charge of the finances of the association. He/She shall be responsible for A.S.A's financial transactions. He/She is responsible for keeping record of all financial transactions made by A.S.A. A monthly report on the association's bank balance, assets and expenses shall be expected. He/She will collect membership dues and set due date for payment.

#### **E. Social chair and Public Relations Officer**

The social chair of the club is to organize social events of the club. Duties also include overseeing welcome events for new students during orientation. He/She must work with members to plan

social events as well as advertise these events. He/She is responsible for the maintenance of all social media accounts including the organization's website.

**F. Risk Management Officer**

He/She shall be responsible for minimizing the risks of the organization.

These risks will include but are not limited to alcohol and drugs, financial, fire, health and safety, sexual abuse, and education.

He/She shall be responsible for making sure that the organization does not participate in any form of hazing.

He/She shall also be responsible for informing the members of risks pertaining to different events hosted by the organization.

He/She shall also be responsible for updating and educating the members about different risks and how to manage them.

**Article VIII: Committees**

- A. Committees shall be set by the A.S.A officers as needed.
- B. Committee members shall take voluntary positions.
- C. The committees will be assigned specific tasks as needed by the association

**Article IX: Meetings**

- A. Meetings will be held at least twice a month and shall last for one hour.
- B. The meetings will be conducted informally.

**Article X: Finances**

- A. The officers will be responsible for final financial decisions
- B. The treasurer shall be responsible for all financial transactions made by association.
- C. The treasurer and President shall be the dual signatures for the association checking account. In the event the Treasurer or President the Vice president may substitute for either.

**Article XI: Advisor**

The association shall select and consult with an advisor as needed. He/She must be a faculty or staff at T.S.U. He/She will be appointed by general consensus by active members of A.S.A and shall serve an unlimited term. He/She may resign at will but must give a minimum of three weeks' notice. The association may assign a new advisor if there is a general consensus that one is needed.

**Article XII: Amending the Constitution**

Any member may propose an amendment at the general meetings. Active members only may vote on the amendment. A two-thirds majority is needed to enforce the amendment, which shall become effective immediately when the vote passes.

### **Article XIII: Ratification**

The Constitution and By-laws shall take effect after ratification at a general meeting, by active members and the officers.

### **Article XIV: Removal of Officers**

The active member may strike to have an officer or committee head removed on the grounds of no confidence. The proceedings for removal shall go as follows:

- A) The person(s) filing the complaint shall write a letter stating their complaint, evidence and recommended intent. This letter shall be addressed to the A.S.A.
- B) The letter must be sent (by hand or email) to all officers and to the faculty advisor at least seven days before the next scheduled meeting.
- C) The secretary must include the topic in the next meeting's agenda.
- D) At the meeting, the complaint(s) shall read (or have an officer read) his/her/their letter. The complaint(s) shall then be given time verbally to express their concerns. During the "Removal of officers" hearing, officer(s) who is/are subject(s) of the hearing may not preside over the meeting. The meeting may be chaired by any other officer in descending order of rank, or advisor.
- E) The officer in question shall then be given time to express their response.
- F) A.S.A. members shall be given time to express their comments following the officer's response.
- G) At this first meeting and hearing, time shall be set for a special meeting to take place at least 7 days (or the group may choose to wait until the next scheduled meeting); it is at this following meeting that members will vote on the issue.
- H) The vote shall be by secret ballot. A 2/3 majority is required to remove the officer; this shall take effect immediately

### **Article XV: Voting Procedures**

- A. General Voting: All present at the meeting are eligible to vote. (General voting includes things like logos, t-shirts, entertainment venues, i.e. all voting except elections)
- B. Electoral Voting: (adding to Article VI, Section 4): Voting will follow the "Trickle –down" voting procedures, after all the nominations have been submitted. Voting will begin at the top executive position, President. This officer may then decline or accept the position. If the nominee declines, the runner-up will be asked, and so forth. If the nominee accepts, all other members nominated for the position may automatically be considered for the next position in line of command, (i.e. Vice-President) and so on until all positions are filled. (Chain of command is: President, Vice-President, Secretary, Treasurer, and Social/PR Chair, then all other appointed positions).
- C. Constitutional Change: All voting for constitutional changes must be restricted to members only. Prior to the vote, membership list must be updated and be current at time of vote. Issues of concern (pros and cons) must be highlighted prior to the vote. Time must be allocated for responses to the issue.

## *Article XVI: African Scholarship Fund*

- A. The ASA is mandated to organize a fundraiser to support the drive for an African Students Scholarship at least once a year. All proceeds from this fundraiser **must** go to the scholarship fund.
- B. There should be an amount of \$200 to the scholarship fund every academic year.
- C. If excess funds are raised for the scholarship, these funds will be kept for future use specifically for the scholarship fund.
- D. Application will be available late in the spring to be applied for the next fall year.
- E. Scholarship will be awarded at the last meeting of the spring semester.
- F. Scholarship requirements will be need based and recipient must be a member of ASA.
- G. Applications will be reviewed confidentially by a committee comprising of the Organization's advisor and another faculty/staff.

## *Article XVII: Article XVII: Risk Management*

### **A. Risk Management Procedures**

#### **1. Measures to Lower Risks in our Organization.**

##### **I. Alcohol and Drugs**

- a. Our organization will not purchase alcohol with organizational funds
- b. The possession, use and/or consumption of alcoholic beverages during events or activities associated with our organization will be in compliance with all applicable state, county, city and college laws.
- c. Our organization will strictly prohibit the possession, sale and/or use of illegal drugs and/or controlled substances at any event or activity associated with our organization
- d. Drinking games and similar exercises will be prohibited at all organization-sponsored events and activities

##### **II. Finances**

- a. A budget will be developed at the beginning of each semester which will include projected income and expenditure.
- b. Monthly financial reports and documentation will be made available to the Executive committee of our organization by the Treasurer.
- c. To ensure prudence and financial security, there should be at least 50% of the association's starting liquid assets readily available at every point during the financial year.

##### **III. Fire, Health and Safety.**

- a. Locations for our events and activities will be chosen for such only if they can hold the expected number of participants.
- b. Participants in any of our activities which require proper techniques for safe participation will be informed of all inherent dangers involved beforehand.
- c. The risk management officer will carry out a safety inspection of the facility prior to every event or activity.

- d. Emergency plans will be put in place for every event and will include, but not restricted to: emergency numbers for fire, police and ambulance services.

**IV. Sexual Abuse**

- a. Our organization will not tolerate or condone any form of sexually abusive behavior on the part of our members, whether physical, mental or emotional.
- b. Any actions or verbal utterances that are demeaning to women or men will be reported immediately to the campus police and other relevant authorities.

**V. Education**

- a. All members of our organization will be educated on our risk management policies.
- b. Our risk management policies shall be reviewed periodically to ensure that current and relevant procedures are incorporated.

**2. Steps to be taken in the event of a Risk Occurrence.**

**I. Fire, Health and Safety**

- a. In the event of a fire, health or safety hazard, any individual can contact the emergency services and the campus police.

**II. Sexual Abuse**

- a. In the event of any form of sexual abuse, the risk management officer will contact the Department of Public Safety Office immediately.

**III. Alcohol and Drugs.**

- a. In the event of the possession and/or use of alcohol by a minor during organization-sponsored activities or events, the Risk management officer will contact the Department of Public Safety Office immediately.
- b. In the event of the possession, sale or use of illegal drugs or controlled substances at any organization-related event, the Risk management officer will contact the Department of Public Safety Office immediately.

**B. Anti-Hazing**

- 1. African Students Association fully understands and will abide by the anti-hazing policy as set forth in the *Student Conduct Code* of Truman State University 8.050.2. Expectations for Student Organization Conduct Section 14: Abusive affiliation.