

# **CONSTITUTION OF THE ASIAN AMERICAN ASSOCIATION**

(May 2016)

## **ARTICLE I: NAME**

The name of this organization shall be the Asian American Association.

## **ARTICLE II: PURPOSE**

Section 1. The purpose of this club shall be to provide Asians, Asian Americans, and Pacific Islanders with a positive community for socializing, networking, and activism, as well as to spread and celebrate Asian cultures and heritage, and publicize Asian-American and Pacific Islander Heritage Month.

## **ARTICLE III: MEMBERSHIP**

Section 1. Membership shall be limited to currently enrolled students of Carnegie Vanguard High School.

Section 2. Members shall be expected to follow the rules of the school and the club, and to fulfill their duties to the club.

Section 3. Duties of Members:

- a. Pay membership dues of \$5 per semester.
- b. Attend at least one meeting each and every month.
- c. Vote qualified members (previous members of at least 1 semester) to office.

Section 4. Inactive members are put on probation and must attend 3 consecutive meetings to regain membership.

Section 5. Non-Discrimination Policy: This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, or sexual orientation.

Section 6. In accordance with the Non-Discrimination Policy outlined in Section 5 above, members can be of any race and ethnicity and do not have to identify as Asian, Asian American, or Pacific Islander to qualify as a member.

## **ARTICLE IV: MEMBER BENEFITS**

Section 1. Members can vote.

Section 2. Members can run for office.

Section 3. Members can represent the club in events involving the club.

## **ARTICLE V: OFFICERS**

Section 1. Officers shall be the President, Vice-President, Secretary, and Treasurer.

Section 2. Officers shall be selected by the majority vote of members.

Section 3. Officers shall serve for one year until the reestablishment of the club the following year.

Section 4. Officers may be impeached by majority vote with just cause.

Section 5. The Officers and the Club Sponsor shall be collectively referred to as the Executive Board.

#### **ARTICLE VI: DUTIES OF THE OFFICERS**

Section 1. It shall be the duty of the Executive Board to:

- Make sure that at least one officer is present to open and close each meeting
- Explain club rules and customs to new members
- Recruit, assist, and guide new members
- Watch out and resolve disturbances caused by members
- Work together to submit budget requests and disbursements to the school administration
- Plan activities and events for the club

Section 2: It shall be the duty of the President to:

- Administer and announce club meetings
- Represent the club and act as club liaison
- Delegate duties as appropriate

Section 3. It shall be the duty of the Vice-President to:

- Preside in the absence of the President
- Work closely with the President in coordinating activities for the club
- Be responsible for any duties delegated by the President.

Section 4. It shall be the duty of the Secretary to:

- Keep a record of all files, documents, announcements, and information of meetings of the club.
- Maintain a roster for attendance and mailing purposes
- Send out information as needed, either in the form of e-mails or otherwise

Section 5. It shall be the duty of the Treasurer to:

- Collect dues at the beginning of each semester
- Ensure that all members pay their dues
- Keep an itemized account of all dues, donations, expenses, and receipts

#### **ARTICLE VII: THE SPONSOR**

Section 1. The Sponsor should be a full-time member of the faculty or of the administrative and professional staff of Carnegie Vanguard High School.

Section 2. The Sponsor shall be invited to service by the Executive Board to become an official member of the Board.

Section 3. The Sponsor, in coordination with the Officers, may appoint a Co-Sponsor if desired.

Section 4. The Sponsor shall serve their term for life or until they, for whatever reason, no longer wish to serve the Club.

Section 5. It shall be the duty of the Sponsor to:

- Ensure that all activities that the club organizes and partakes in comply with school regulations.
- Help ensure the club to be fully functional.

### **ARTICLE VIII: ELECTIONS**

Section 1. Elections shall take place during the Spring Semester in March or April.

Section 2. To be eligible to run for office, a member must have been an active participant for at least one year. Additionally, the member must meet the membership requirements of the club (Article III).

Section 3. The candidate with the most votes wins the position. The executive board shall break ties.

Section 4. The newly elected executive board will assume position the following year, but will begin working with the current executive board.

Section 5. If a position becomes vacant, the executive board shall appoint an interim officer to serve until the next election.

### **ARTICLE IX: MEETINGS**

Section 1. The club shall meet regularly during the school year. The time and location shall be announced at the beginning of each semester. Any variations to the schedule shall be announced in advance through email.

Section 2. Mandatory meetings for voting and upcoming events are announced via email and social media. These will come directly from the officers or from the official email: cvhsaaa@gmail.com

Section 3. Optional summer meetings and events will be held based on member availability.

### **ARTICLE X: ACTIVITIES**

Section 1. Special activities planned shall be discussed during meetings and be planned thoroughly with all members of the club.

Section 2. Activities shall include festivals both on and off the school campus, volunteerism, trips to cultural centers, relief efforts for Asian nations and states, and any others suggested by members of the club.

### **ARTICLE XI: RATIFICATION, APPROVAL, and REVIEW**

This constitution will be available for all members to approve during the first general body meeting of the academic year. If a member disagrees with the contents of this constitution, they may discuss the disagreement with the executive board. If the executive board determines the claim to be legitimate, the club will discuss the claim, and all present members may vote on a resolution. A simple majority is needed to accept a resolution, and the executive board will break ties. After all resolutions have been agreed upon, or if there are no disagreements by the end of the meeting, then this constitution will be considered to be ratified.

## **ARTICLE XII: AMENDMENTS**

Amendments to this constitution may be suggested at the end of the academic year. All present members may vote on the amendment. A simple majority is needed to accept the amendment, and the executive board will break any ties.