

CONSTITUTION

Guided by a deep sense of commitment and cultural heritage, we the African Students at Tennessee State University have decided to form an association to promote the interest and cooperation among students. We have agreed on the present charter.

ARTICLE I (NAME)

The organization shall be officially known as The African Students Association (ASA)

The motto of ASA shall be: “Promoting Cultural heritage and encouraging diversity”

The slogan of ASA shall be: “unity in diversity”

ARTICLE II (AIMS AND OBJECTIVES)

The aims and objectives of the Association shall be, but not limited to:

- Section 1.** Promoting the appreciation of cultural diversity.
- Section 2.** Promoting interaction among students, faculty, staff and other like-minded organization inside and outside Tennessee State University.
- Section 3.** Assisting members to adjust to their new environment at Tennessee State University.

ARTICLE III (MEMBERSHIP)

- Section 1.** Membership is free.
- Section 2.** Membership shall be opened to the TSU community regardless of race, color, and ethnic group, place of birth, sex, social class, economic status, or religion.
- Section 3.** A semester due of twenty dollars (\$20.00) shall be collected from each member during the fall and spring semester only.

ARTICLE IV (MEMBERSHIP RIGHTS AND OBLIGATIONS)

- Section 1.** Every member shall abide by the provisions of these by-laws.
- Section 2.** Every member shall abide by all rules, regulations and directives of ASA.
- Section 3.** Every member shall promote the objectives of ASA.
- Section 4.** Every member shall have the right to express his or her opinion and be heard.
- Section 5.** Every member shall have the right to actively participate in all ASA activities.
- Section 6.** Every member shall have the right to vote and hold office.
- Section 7.** Every member shall abide by the rules and regulations of Tennessee State University.
- Section 8.** Every member shall not miss more than three unexcused meetings/semester, otherwise face several consequences.

ARTICLE V (EXECUTIVE BOARD)

Section 1. The EXECUTIVE BOARD is the main decision making body of the ASA and shall consist of the following officers:

1. President

2. Vice President
3. Secretary
4. Publicity Secretary
5. Treasurer
6. Social Director
7. Academic Director

ARTICLE VI (OFFICERS AND DUTIES)

All elected officers shall hold office for one year and may be elected for a second term.

Duties of Officers

President:

- The president shall preside over all general and executive meetings.
- The president shall be a signatory to all ASA accounts and documents.
- The president or his/her appointee shall be one of the ASA representatives at any function.
- The President together with the Executive Board shall have a final say when matters are disputed at meetings.

Vice-President:

- The Vice- President shall perform the duties of the President whenever the President is absent and a quorum is formed.
- The President may designate other duties of the Vice- President as needed.

Secretary:

- The secretary shall record and distribute all pertinent information to members, including meeting minutes, upcoming events and opportunities.
- The secretary shall handle all organizational correspondence.
- The secretary shall keep up to date membership lists with names, addresses and phone numbers.
- The secretary shall keep record of all ASA activities.

Treasurer:

- The Treasurer shall be responsible for maintaining the records of all funds and expenditures of ASA.
- The Treasurer shall be responsible for paying organization bills/reimbursements.
- The Treasurer shall be responsible for collecting semester dues.
- The Treasurer shall prepare budgets for all activities and an annual budget.
- The Treasurer shall prepare and submits financial reports to the members.
- The Treasurer shall be a co-signer to ASA's account.

Publicity Secretary:

- The Public Relations Officer shall be responsible for publicizing and promoting ASA and its activities through a variety of mediums such as flyers, YouTube and Facebook page.
- The Public Relations Officer shall seek opportunities to work with other organizations on and off campus.

Social Director:

- Organize social events.
- Engage the members in the planning and execution of major events.

Academic Director:

- A student (preference of Graduate student) of propriety and proven integrity shall ensure that the organization is operating in conformity with the standards set forth by Tennessee State University.

ARTICLE VII (ELECTION AND VOTING)

Elections:

- Section 1.** There shall be an electoral committee appointed by the executive board.
- Section 2.** Election of officers shall be by secret ballot in the month of March.
- Section 3.** The electoral committee consisting of three members shall initiate the preparation for elections in February.
- Section 4.** A full member who meets all obligations can nominate himself/herself or can be nominated for office.
- Section 5.** A candidate shall be a member for at least a semester and should have attended 60% of general meetings within the electoral year to be eligible for an office.
- Section 6.** The elected vice president becomes the president, if the office of the president becomes vacant during an active tenure and In the event that any office become vacant during an active tenure, an interim officer shall be selected by the Executive Board and the organization’s advisors to serve until the time an officer is elected in March.
- Section 7.** Elected officers shall assume office in April.

Voting:

- Section 1.** Each member has one vote by secret ballot.
- Section 2.** The candidate that receives the simple majority of the vote wins.
- Section 3.** A re-run election shall be conducted on an agreed date in case no candidate with the majority of vote

- Section 4.** The counting of the ballot must be done in the presence of members after the election.
- Section 5.** A candidate could be voted for in absentia provided candidate agrees to the nomination.
- Section 6.** A 25% of attendance of the general meetings within the electoral year is a requirement for voting.
- Section 7.** A candidate must meet his or her financial obligations to ASA to be eligible to vote.
- Section 8.** The electoral committee shall compile a list of those eligible to contest for office and eligible voters using the attendance list of the General Secretary.
- Section 9.** The newly elected Officers shall each pledge to honorable service as follows:
“I _____ hereby pledge to devote myself entirely to the duties of my office, fulfilling my responsibilities in good faith and in the best interest of the TSU African Students Association. That my responsibilities shall be exercised at all times with due diligence and care in a reasonable and prudent manner. I also pledge to respect the constitution and the bylaws herein”

ARTICLE VIII (MEETINGS)

The types of meetings of ASA shall be:

- General membership meetings
- Executive Meetings
- Committee Meetings.
- Conferences, Workshops, and Seminars.

Quorum of Meetings:

- The quorum for meetings, except for conferences, workshop and seminars, shall be in all cases apply only if all members have been duly notified.
- The Quorum for the Executive Board shall be a minimum of 4 members.
- The Quorum for the Annual and General Meetings shall be the majority of the membership.
- The Quorum for the Committee Meetings shall be a minimum of 3 members.

Frequency:

- The Executive Meeting shall be held at least twice (30 minutes before the General meeting) a month.
- The Chairperson of each committee shall determine committee meetings.
- The General Meeting shall be held at least twice a month.

- An emergency meeting shall be called as deemed necessary by the Executive Body.

ARTICLE IX (TENURE OF OFFICE)

- Section 1.** All officers of ASA shall hold office for a period of one year and may be reelected for another year only.
- Section 2.** An officer may be removed during his/her tenure of office through a vote of no confidence passed by a two-third majority of the executive board and signatures from the advisors.

ARTICLE X (RESIGNATION OF OFFICERS)

- Section 1.** Any officer resigning shall give the President and the Association a one month written notice and shall surrender all ASA property upon acceptance of resignation.
- Section 2.** If the President resigns, he/she shall give a 2 weeks written notice to ASA and surrender all ASA property upon acceptance of resignation.

ARTICLE XI (EXPULSION PROCEDURES)

- Section 1.** Any wrong doing (includes not exercising their duties/responsibilities and acquiring two or more unexcused absences/tardiness) by an officer which shall be considered by the Executive Board as being contrary to the by-laws and mission of ASA, shall be punished by a two week suspension. After two weeks, the officer will present his/her case to the Executive Board & Advisors, If E-Board found no change in behavior/action then the officer will be impeachment, which shall be ratified by two-thirds of the executive members and signatures from the advisors.
- Section 2.** In Cases of criminal offenses, ASA will let the law take its course.
- Section 3.** In Cases of more than three unexcused absence/semester by a member, then a financial fee (\$5) will charged and the rights/privileges of membership will be restricted until the fee is paid off.

ARTICLE XII (MEMBERSHIP RIGHTS)

1. Graduation:
 - If a member is graduating, ASA shall assist socially and if possible financially in organizing a graduation party if the graduating member so desires.
 - ASA shall issue a gradation membership certificate to graduating members.
2. Wedding:

- ASA shall present the member with a gift not to exceed twenty-five dollars if it is within ASA's financial capability.

ARTICLE XIII (AMENDMENTS)

- Section 1.** A member or a committee may initiate amendments to this Constitution.
- Section 2.** Any provision of this Constitution may be amended by a two-third vote of the members.
- Section 3.** A notice of intention to amend shall be given to the members of ASA at least 15 days prior to the said meeting at which amendments are to be effected.

ARTICLE XIV (DISSOLUTION)

- Section 1.** In the event of dissolution of ASA, the distribution or liquidation of all properties and assets of ASA shall be in accordance with the laws of the State of Tennessee and Tennessee State University.
- Section 2.** Properties and assets of ASA in case of dissolution shall be distributed to an organization with similar purpose and goals.