Revised on April 22, 2013

This constitution was revised and ratified by a majority vote at the ASA Executive Committee Board Meeting on April 22, 2013.

PREAMBLE The African students' Association of the University of Arizona and Pima Community College desiring to share information and to promote mutual understanding among us and the university community at large do hereby establish this constitution.

ARTICLE I - Name this organization shall officially bear the name "African Students' Association" hereinafter referred to as ASA.

ARTICLE II – Objectives

The objectives of ASA shall be:

To promote unity and understanding among African Students in the ASA

To protect, defend and promote the interests of members of ASA

To cooperate with other student bodies in the University of Arizona and outside with a view to promoting mutual understanding

To cooperate with African Students or organizations all over the world in an effort to promote unity and understanding among Africans

To promote awareness among the members, of matters pertaining to socio-economic and political issues in Africa

To portray the image of the African Continent in a correct and positive way

To engage in any activities considered being in the best interest of Africa and her people

To create an amicable academic atmosphere for the exchange of knowledge among African students and between African students and students from all over the world

To promote and preserve African cultures.

ARTICLE III - Membership

1. Membership shall be open to all African students enrolled at the University of Arizona.
2. Becoming a member of the ASA is a firm commitment to participate fully in all activities of the association.

3. Each member shall contribute a membership fee of US $10 per semester towards the financing of ASA. Members may be requested to contribute additional funds for financing any special projects or activities that are deemed necessary and in the interest of the ASA upon the individual’s discretion.

4. The general Assembly may approve suggestions from members to raise funds to finance other projects within or outside the United States of America.

5. Associate membership may be opened to anybody who does not qualify to be a member based on criteria in section 1 but who in the opinion of the ASA has keen interest in the association’s activities.

6. Any person desirous of becoming an associate member must apply in writing to the Executive Committee, which after reviewing the application shall vote to approve or disapprove to admit the applicant into the association.

7. Honorary membership shall be conferred upon persons who in the opinion of the members deserve special recognition for their contribution to the betterment of human life.

8. Members of ASA reserve the right to revoke the membership of persons whose behavior may be deemed inappropriate.

**ARTICLE IV** - Not-for-profit Statement

This is a not-for-profit organization.

**ARTICLE V** - Statement of Non-Discrimination

This Association shall not discriminate any human being on the basis of age, skin color, ethnicity, gender, national origin, disability or handicap, race, sexual orientation Vietnam era veteran status. This policy will include but not limited to recruiting, membership, organizational activities or opportunity to hold office.

**ARTICLE VI** - Financial Obligations

A majority of voting members of this organization may determine reasonable dues and fees assessed to each member at the beginning of the school year.

**ARTICLE VII** - Statement of Non-Hazing

This organization will not conspire to engage in hazing or commit any act that causes or is likely to cause bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person enrolled in the University of Arizona.
**Article VIII**-Statement of Compliance with Campus Regulations

This organization shall comply with all University and campus policies and regulations and local, state, and federal laws.

**Article IX**-Institutions

This organization shall have two standing institutions:

A) The Executive Board

B) The General Assembly

The Executive Council shall consist of seven elected members:

1. President
2. Vice President
3. Secretary
4. Treasurer/Finance Chair
5. Programs Chair
6. Social-Chairperson
7. Webmaster

The General Assembly shall be composed of all members of ASA including the elected officials.

**Article X**-Duties of the Executive Committee

1. The Executive Committee shall meet at least twice a month except during Christmas and Summer Holidays.

2. The Executive Committee shall, with the cooperation of the General Assembly, be responsible for implementing all decisions taken at the General Assembly meetings.

3. The Executive Committee shall submit a plan of intended activities at the second meeting of each meeting or no later than one month after the meeting.

4. The Executive Committee shall be responsible for formulating the General Assembly's agenda.

5. The Executive Committee nominates an interim officer or choose the runner-up should there be a vacant position in the Executive Committee.
6. The Executive Committee matters/discussions are to be kept within the Executive Board and not to be brought to the General Assembly unless discuss otherwise. Failure to do so can lead to a resignation of position.

Article XI- General Duties

Duties of the General Assembly

1. The President shall chair and the Vice President shall co-chair.

2. The General Assembly shall be responsible for formulating general policies of the ASA and making specific recommendations to the Executive Committee regarding projects to be undertaken by the association.

Duties of the President

1. The President is the chief executive of the ASA. He/She shall be responsible for coordinating all activities of ASA.

2. The President shall be the official spokesperson of the association.

3. The President shall be responsible for overseeing the implementation of decisions passed by the General Assembly.

4. The President shall preside over all Executive Committee meetings.

5. The President shall have power to request information of general or specific nature from any officer of the Executive Committee.

6. The President shall appoint members of an Ad Hoc Committee to study issues raised in the General Assembly meetings.

Duties of the Vice President

1. The Vice President shall assist the President in coordinating programs sponsored by ASA.

2. The Vice President shall automatically assume the presidential duties in the absence of the President.

3. The Vice President shall, in conjunction with the treasurer, be responsible for preparing the budget to the Associated Students of the University of Arizona [ASUA]. He/She shall assist the treasurer with official financial transactions.

Duties of the Secretary

The Secretary shall

1. Record the minutes of all Executive and General Assembly meetings
2. Read the minutes of the previous meetings at the start of any meeting.

3. Be responsible for all ASA correspondence

**Duties of Treasurer/Finance Chair**

The Treasurer shall

1. Make presentations of financial reports
2. Be responsible for all ASA funds
3. With the President, sign all ASA checks

4. Submit to each General Assembly meeting a financial report of ASA at the end of each semester or upon request.

5. Be responsible for coordination of any and all ASA fund raising projects

**Duties of the Programs/Event Chair**

The Event Coordinator shall

1. Organize and coordinate all aspects of ASA events
2. Send out acknowledgements to respective parties for their contributions

**Duties of the Social/Historian Chair**

The Social-Chairperson shall

1. Coordinate all social activities

2. Present a report on sport activities to the General Assembly at the end of each semester or upon request

3. Pictorial documentation of ASA events

**Duties of Webmaster**

The Webmaster shall

1. Create and maintain the official website of the association
2. Adding people to the listserv
3. Post the announcements on the website
Duties of the Outreach Ambassador

The Outreach Ambassador shall

1. Create and maintain club documentations, including but not limited to volunteer contracts and the ASA Constitution

2. Act as partner to the Event Coordinator and Social Chair

3. keep in contact with other campus organizations and their events so we can work together with other clubs

ARTICLE XII - The General Assembly and the Executive Committee

It is the responsibility of the General Assembly and the Executive committee:

1. To organize lectures and films on various issues of interest to members of ASA.
2. To participate in activities related to International and African relevance.
3. To initiate and organize debates, symposia, etc on contemporary problems in Africa.
4. To organize social activities in the ASA.
5. To work closely with the International Student Office in helping new African students in Tucson.
6. To organize tutoring programs in which students can offer academic help to other students within the ASA.
7. To organize meeting and lectures in which education systems in Africa can be scrutinized with aim of finding improvements.

ARTICLE XIII - Meetings

1) The General Assembly will meet every Monday at 6 pm unless told otherwise. The Executive Committee will meet at 5 pm every Monday or convene special meetings at any time to handle ASA business.

ARTICLE XIV - Eligibility, Elections and Tenure

Section 1 - Eligibility

1. All candidates for election to any office under the constitution must be a duly enrolled student of the University of Arizona
2. A candidate must be a person who intends to stay at the University until the end of the academic year
3. Nominees must be active members as defined by current E-Board and have contributed their membership dues. Nobody may be elected to any office without his or her consent.
4. No person can hold 2 or more posts at the same time

Section 2- Elections

1. Elections shall be held after the midpoint of the spring semester. The outgoing officer shall remain in office until Election Day.
2. All candidates may be nominated by one or more other members, or if you feel like you can bring excellence to the Executive Committee and the ASA you may nominate yourself.
3. All elections shall be conducted by secret ballot. Nobody should openly solicit votes verbally or otherwise during the election.
4. The responsibility of handling and counting the ballots shall be vested with the secretary.

By Elections

1. By-elections shall be conducted to fill vacant positions within one month of such vacancy.
2. Should an Executive Committee position become vacant the Executive Committee may appoint an interim officer pursuant to ARTICLE VII, section 1-6.
3. Any officer wishing to contest a by-election shall be required to first resign his or her current office.
4. In the event of mass resignation or removal of the Executive Committee an interim committee will be set up by the General Assembly to be in charge of all of the affairs of the ASA until fresh elections are held.

Section 3- Tenure

1. Tenure of all ASA officers shall be one year from the day one is elected unless otherwise stated herein.

ARTICLE XV- Resignation or Removal of officers

1. Any officer may resign his or her office by submitting a signed resignation to the President at least 2 weeks in advance of the intended resignation. The President may under such circumstances appoint a substitute until elections are held.
2. Any officer who fails to execute his or her duties (as stated in the constitution) or who, deliberately or otherwise, fails to abide to ASA regulations in performing such duties may be removed from office. Such an action, which can be effected by the Executive Committee, must be presented to the General Assembly for final approval.
3. A two third majority vote of the members present at the General Assembly is required to effect final removal of an officer.
4. Member may propose the removal of any officer by submitting a written proposal to the General Assembly for voting as in 3 above.
5. In the case of resignation or departure of any member of the Executive Committee, he or she must hand over documents and/or money of the ASA to the President.
ARTICLE XVI - Hand-over

1. All officers are expected to hand over ASA property to the new officers no later than one week after new elections are held.
2. Any officer who resigns or is removed shall hand over ASA property to the President.

ARTICLE XVII - Amendments

1. Any article or section of this constitution may be amended. The majority of the members presented at the General Assembly may initiate such amendments.
2. Any member can submit a written proposal, which must be seconded, to the secretary for amendment of any part of this constitution.
3. The secretary, on the advice of the president shall call a General Assembly meeting within 2 weeks after such a proposal is submitted

ARTICLE XVIII

The ASA constitution becomes effective when ratified by the majority of ASA members present at a General Assembly.