

ASA CONSTITUTION

“To support, unite and promote awareness to African cultures and issues”



USF UNIVERSITY OF
SOUTH FLORIDA

AFRICAN STUDENTS ASSOCIATION

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PREAMBLE

We, the African students and interested parties at the University of South Florida, have established the African Students Association, realizing the need to promote awareness of African issues within the University and its surrounding communities, hereby adopt this constitution as the fundamental law of this Association.

ARTICLE I: NAME

There shall be an association called African Students Association (ASA) at the University of South Florida.

ARTICLE II: PURPOSE

The purpose of ASA is to express African students' interests, and promote activities to develop an awareness of the social, and cultural values of Africans with the view to contributing to the development of USF and its immediate community.

The purpose of ASA is to promote activities that will help develop unity amongst African students as well as create a social network support system which will aid them in expressing their interests in the contexts of the university and its immediate community. And also facilitate opportunities that will aid the development of African and Non-African students as a whole.

ARTICLE III—OBJECTIVE

- The objectives of ASA shall include but are not limited to the following:
- To promote unity and support among African students and other students on campus.
- To bridge the socio-cultural gap between African students and students of other various cultural backgrounds on campus.
- To dispel the negative stereotypes about various African cultures.
- To represent the entirety of African culture at the faculty, campus, and community level
- To promote student interests through cooperation between students, faculties, and school administration.
- To promote students' rights, academic freedom, and responsibilities
- To provide students with a means through which their concerns and ideas can be communicated
- To act as a liaison between the African community and the University of South Florida
- To promote awareness about Africa on campus and its immediate community

ARTICLE IV-- MEMBERSHIP

The categories of membership are:

Section-1. Active Members

- Active membership shall be open to all USF students interested in the objectives of this organization.
- An active member shall have the privilege of voting, being elected to office, and participating in all functions of the organization.
- An active membership continues until either the individual graduates or has been removed by the organization.

Section-2. Associate Members

- Associate membership shall be open to all non-USF students who are interested in the objectives of ASA.
- Associate members shall have the privilege of participating in all functions of ASA but cannot vote or hold office.
- Associate membership continues until either the individual withdrawals or has been removed by the organization.

Section-3. Duties

- The duties of the members of ASA shall include but are not limited to the following:
- Attending meetings regularly.
- Participating in functions sponsored by the organization on campus and in the community.

Section-4. Dues/Fees

- No dues, fees, assessments, or other charges are levied for membership in the ASA or into the National Headquarters membership.

Section-5. Membership Removal Clause

- If any member fails to uphold his/her duties or responsibilities, he/she can be removed from his/her post by 2/3's vote of the active, voting members.

ARTICLE V -- ELECTION TO OFFICE

Section-1. Eligibility for Office

- Any person who has been an active member, in good standing, for at least one full semester shall be eligible to hold any office.

Section-2. Terms of Office

- All officers shall serve their term from the May after elections to the May of the following year.
- Should a vacancy occur in an office, the Executive Board shall appoint a member to fill the vacancy until an election can be held.
- There shall be an interview process to fill vacant seats should they occur
- Should the President's office become vacant, there shall be an election between the Internal Vice-president and External Vice-president. This vote shall be exclusive to the Executive Board, should a tie occur a by-election shall be held to elect the president.

Section-3. Election to Office

- Officers shall be elected annually. The elections shall be held prior to or by the last month of the spring semester.
- Aspiring candidates may state their intention to run for office no less than 2 weeks before elections.
- Voting shall be by secret ballot and a majority shall elect. If on the first ballot, no nominee receives a majority of the votes cast for the office, the person receiving the least number of votes shall be eliminated and a run-off election shall be rescheduled, within two weeks, for the two top candidates.

Section-4. Removal of Officers

- By way of motion, any Executive member may recommend the removal or recall of any ASA officer who fails to adequately perform the duties of his/her office.
- A two-thirds majority vote shall be required to remove an officer. Upon removal, the officer shall become a regular active member with all privileges thereof.
- All officers must attend all meetings (Executive Board and General) and events of the organization without fail. If a circumstance should arise, the

officer must personally contact the president or their respective superior Vice- President at least 24 hours in advance to justify their absence.

- In case of tardiness, Officer must inform President or respective superior Vice President no later than 15 minutes before the call time for the respective event.
- An officer may be recommended for removal for unexcused absences or tardiness:
 1. Two (2) unexcused consecutive absences from General and Executive Board meetings per semester.
 2. Three (3) unexcused absences from General and Executive Board meetings per semester.
 3. Four (4) unexcused tardiness from General and Executive Board meetings per semester.
- An officer may be recommended for removal from office for:
 1. Failure to fulfill Constitutional duties.
 2. Failure to carry out delegated duty to above-average standard.
 3. Failure to uphold the objectives of the organization.
 4. Failure to comply with university policies.

Section-5. Attendance Policy

- Each officer is required to attend more than two-thirds of events hosted by ASA. This includes, but is not limited to:
 1. Attend at least three community service events
 2. Attend at least three fundraising events
- If an officer is unable to attend, they will need to excuse themselves. Unexcused absences are subject to probation.

Section-6. Probation Policy

- Each officer is subject to probation if they fail to perform their duties and any other tasks assigned. These include but are not limited to:
 1. Failure to promote ASA related events
 2. Unexcused tardiness and/or absences for obligatory events
 3. Unexcused tardiness and/or absences for General Body Meetings
 4. Unexcused tardiness and/or absences for Executive Board Meetings

- Probation entails a two-week observation period to determine if the officer is still competent to hold their position in the office.
- Failure to successfully complete a probationary period may result in termination.
- A total of two probationary periods throughout the year are permissible before an officer is subject to termination.

Section-7. Termination Policy

- Termination entails the permanent removal of an officer. Termination may occur for the following reasons:
 1. Failure to successfully complete a probationary period
 2. Reception of a total of three probationary periods
 3. Altercations of any sort (physical, verbal, etc.) while representing ASA or attending obligatory events and/or while in uniform.
 4. Specificities of offenses deemed intolerable or misrepresentative of the organization will be determined by the Executive Board.

Article VI: EXECUTIVE BOARD

Section-1 Officers:

The Officers of ASA shall be:

- A. President
- B. Internal Vice-President
- C. External Vice-President
- D. Chief of Operations
- E. Secretary
- F. Treasurer
- G. Creative Director
- H. Visuals Director
- I. Social Media Chair
- J. Historian
- K. Event Coordinator(s)
- L. Fundraising Chair
- M. Ambassador(s)
- N. Community Service Chair(s)
- O. Dance Chair

They shall comprise the Executive Board.

The Executive Board shall meet as deemed necessary during the academic year.

Additional officers may be created to service the organization. The duties and titles of these officers will be created and established in the organization's bylaws.

Section -2 General duties and powers of the Executive officers

- All members holding positions as executive officers shall have one vote at all ASA general meetings and executive meetings
- All executive officers shall be responsible for ensuring the development and formulation of ASA policies.
- All executive officers shall attend all general meetings and executive meetings of the ASA
- All executive officers are responsible for maintaining and passing on to incoming ASA members relevant positional information and reports

Section-3. Specific powers and duties of the Executive Officers

A. The President Shall

- Be the official spokesperson for ASA.
- Shall lead the development and formulation of ASA policies.
- Chair all general and executive ASA meetings
- Be responsible for ensuring the availability of all ASA services to all members of ASA.
- Be responsible for ensuring that all ASA members perform their duties as directed in this constitution.
- Have signing authority on all ASA accounts in the absence of or vacancy of the Treasurer.
- Have the power of Executive veto overall actions of the Executive Board.

B. The Internal/External-Vice President

Both Shall:

- Serve as liaison between the president and the executive board.
- Serve with the President as the official representative of the students when more than one is required.

The Internal Vice-President:

- In the absence of the President, perform all the duties of the President until he/she is able to return, or a by-election is held.
- The Internal Vice President will oversee:
 - Treasurer
 - Secretary
 - Social Media Chair
 - Visuals Director
 - Historian
 - Fundraising Director(s)
 - Creative Director

The External Vice President:

- In the absence of the President and Internal Vice President, perform all the duties of the President until he/she is able to return, or a by-election is held.
- The External Vice President will oversee
 - Chief of Operations
 - Event Coordinators
 - Ambassador(s)
 - Community Service Chair(s)

- Dance Chair

C. Chief of Operations Shall:

- Oversee Event Coordinators
- Oversee Ambassadors
- Responsible for communicating to External Vice President
- Responsible for keeping track of General Body Meeting order, topic, and executor filed
- Responsible for aiding Event Coordinators and/or Ambassadors when necessary with tasks
- Be responsible for making room reservations

D. The Secretary Shall:

- Record the minutes of all ASA meetings and decisions taken by the Executive and have them available to ASA members.
- This includes: membership lists (past and present), meeting minutes, executive board member and committee member attendance records from meetings and events, correspondence, and activity reports of participants, date, function, etc.
- Maintain a current list of telephone numbers and e-mail addresses for all ASA members.
- Be responsible for the successful chairing of General and Executive meetings.
- Be the link between ASA members and Executive Board.
- Be responsible for the ASA's correspondences (Weekly Emails/Notifications or as needed)

E. The Treasurer Shall:

- Be responsible for the administering and accounting of all ASA funds.
- Have signing authority on all ASA accounts.
- Administer payment of all expenses incurred by ASA or its activities within two (2) weeks of any request from any ASA member.
- Report at every Executive Board meeting on the ASA's financial status.
- Ensure that all ASA financial activities comply with the approved ASA budget.
- Prepare an expected/actual budget at the beginning and end of each academic year for events.

- Be responsible for passing on all financial information, statements, and reports to the incoming Executive Board.

F. The Creative Director Shall:

- Head the Media Committee.
- Communicate between the Internal Vice President and the media committee about upcoming tasks and deadlines.
- Ensure all media produced by the committee follows ASA and USF guidelines.
- Responsible for helping the Visuals Director, Social Media Chair, and Historian in any of their tasks should they need assistance.

G. The Visuals Director Shall:

- Creating flyers for the ASA digital platforms (Instagram, BullsConnect, FaceBook, etc.)
- Printing physical flyers for any events when necessary.
- Working with Print Shop to maintain updated banner.
- Responsible for working with the Historian with editing images and/or videos if necessary.
- Responsible for helping the Social Media Chair and Historian in any of their tasks should they need assistance.

H. The Social Media Chair Shall:

- Be responsible for posting on all ASA digital platforms (Instagram, BullsConnect, FaceBook, etc.).
- Write all necessary captions and descriptions for media posts.
- Update the Executive Board on any posts that need to be made
- Ensure all Executive Board members are posting media across platforms when necessary.
- Keep ASA digital platforms updated to reflect the mission of the organization.
- Responsible for helping the Visuals Director and Historian in any of their tasks should they need assistance.

I. The Historian Shall:

- Be responsible for taking photos and videos at all necessary ASA events.
- Be responsible for assigning others to take photos and videos at events if they are unable to attend.
- Responsible for working with the Visuals Director with editing images and/or videos if necessary.

- Maintain an organized record of photos and videos within the drive that document ASA's events.
- Find professional photographers/videographers if necessary for large-scale ASA events or programs.
- Responsible for helping the Social Media Chair and Historian in any of their tasks should they need assistance.

J. The Event Coordinator (s) Shall:

- Be responsible for organizing events during the academic year.
- Properly complete item request forms and relay them to the Treasurer at least 15 days before the due date to be turned in by the Treasurer.
- Present any and all planning information at each executive board meeting for any upcoming ASA events.
- Work with the Creative Director to create promotional material for each event.
- Ensure that all events are advertised to all members well in advance (minimum of 2 weeks).
- Promote the involvement of the student body at planned events.
- Prepare a tentative schedule at the beginning of each academic year of proposed events.
- Head the Event Committee

H. Fundraising Director(s) Shall:

- Work with the treasurer to prepare event/annual budgets, to be presented to the Executive Board for approval;
- Find funding sources to cover the budget(s).
- Initiate and conduct activities that could raise funds for the organization.
- Work with the President, Secretary, and Chief of Operations to contact sponsors and outside fundraising opportunities when necessary.

I. Ambassador(s) *Not more than 2 Shall:

- Represent the students and members of ASA at all ASA council meetings and report all information and decisions.
- Create a sense of community among members of ASA and other USF Student Organizations.
- Present first-hand information about the ASA experience.
- Welcoming faces for new and prospective students, providing accurate and useful information to help ease new members.
- Work with the President to facilitate connections to strengthen ASA's image/standing in the Tampa Bay Community.

- Be the representation of ASA in the Multicultural Community. Attend all meetings and make sure ASA is up to par with all the assignments of the council.

J. Community Service Chair(s) Shall:

- Initiate and conduct various community service incentives
- Lead in assessing the philanthropic needs of the community
- Responsible for building liaisons with the other service-oriented orgs
- Responsible for selecting the most viable community service incentives to pursue

L. Dance Chair

- Lead and organize ASA Dance Crew
- Initiate and conduct at **least** one dance performance a month
- Attend all practices
- Responsible for ASA Entertainers dance members and success
- Responsible for selecting the most viable dance members

Article VII: MEETINGS

Section-1. Scheduling

- Executive Meetings will be held every week.
- Additional Executive meetings may be requested by any Executive Officer.
- General Meetings will be held every week.

Section-2. Attendance

- It is mandatory that all members of the Executive attend all meetings.
- The Secretary, in the official ASA meeting minutes, shall record the attendance or absence of any Executive member.
- General Meetings shall be open to all ASA members
- The Secretary shall record the executive board member's attendance at all meetings in the official ASA meeting minutes.
- The quorum for Executive ASA meetings shall be 75% of the Executive members

- The quorum for General meetings shall be one-third of all Executive Officers, and members of ASA.

Section-3. Voting

- All Executive and Active members are entitled to one vote.
- A simple majority (51%) shall determine all regular votes.

Section-4. Minutes

- Copies of all approved meeting minutes shall be made available to the students, the faculty, or the University upon request.

Article VIII: RULES OF ORDER

- Meetings shall be run according to Robert's Rules of Order

Article IX: AMENDMENT

- ASA shall operate in accordance with all University, Student Government, and Student Activities provisions. Any amendment or bylaw changes regarding ASA shall be passed by a quorum vote (50+1) and will be considered pending until presented to and reviewed by Students Activities.

Article X: ANTI-HAZING CLAUSE

This organization prohibits its members, both individually and collectively from committing any acts of hazing as defined herein:

"Hazing" means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with this organization. Such term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any other physical activity which could adversely affect the mental health or dignity of the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which adversely affects the mental health or dignity of the individual. For the purpose of this section, any activity as described above upon which the initiation or admission into or affiliation with this

organization is directly or indirectly a condition shall be presumed to be a "forced activity", the willingness of an individual to participate in such activity notwithstanding.

Article XI: ORGANIZATION AGREEMENT

The organization agrees to abide by Florida State Statute #240.262 regarding hazing. Furthermore, agrees to abide by all Student Activities policies as outlined in the student handbook, check the organization's mailbox regularly, communicate via e-mail upon request, and update the organization's records (Officer Listings Form) whenever there is a change

Leadership Education Philosophy

Leaders achieve results for their clubs by giving priority attention to the needs of their members and fellow club officers. Consider yourself a steward of your club's resources—human, financial, and physical.

Leadership is a lifelong journey that includes a desire to serve others and a commitment to lead.

Strive to be trustworthy, self-aware, humble, caring, visionary, and empowering.

