

African Student Union **CONSTITUTION**

Article I: Name

- i. The name of this organization shall be African Student Union, hereafter referred to as ASU.

Article II: Purpose

- i. This organization was initiated by a group of Lone Star College-North Harris students who share a common vision in promoting African culture through community life and personal development.
- ii. African Student Union was established for the expressed purposes to:
 - a. introduce and promote African culture to members and students at LSC-North Harris,
 - b. develop leadership skills and awareness of social responsibilities,
 - c. encourage members to embrace and learn more about African culture,
 - d. build strong connections through networking with organizations on and off campus, and
 - e. provide community service by having a direct optimistic impact.

Article III: Membership

- i. Membership in ASU shall be open to all who are actively enrolled at LSC-North Harris, part-time or full-time, and who are generally interested in becoming a member for furthering the purposes of the organization.
- ii. There is no membership fee to become a member of ASU.

Article IV: Amendments, Bylaws and Motions

Section I Definition of Amendments, Bylaws and Motions

- i. An Amendment shall be any resolution proposing a change to the Constitution.
- ii. A Bylaw shall be a resolution establishing procedures for the implementation of this Constitution.
- iii. A Motion shall be a suggestion or proposal of an idea and/or concept.
- iv. The quorum is 5 people minimum.

Section II Amendments

- i. Any proposed amendment shall be tabled and voted on at the next appropriate meeting.
- ii. Members shall be made aware of the proposed amendment at least one week in advance of the meeting where a vote will be conducted.
- iii. All ratified amendments shall become effective upon the approval of the Advisor(s) and the Office of Student Life.

Section III. Bylaws

- i. A proposal to pass a new Bylaw shall be presented in a general meeting and voted on the subsequent meeting, unless a motion to vote on the same day is passed.
- ii. The motion to vote on the same day is only valid if a quorum is present.

Section IV Motions

- i. Motions can be voted upon without a quorum.

African Student Union

BYLAWS

Article I: Elections

- i. The Election of new officers shall occur near the beginning of the fall semester at the first general meeting or upon the resignation or removal of any officer.
- ii. Such elections shall be called by the Executive Board or the Advisors, if the Executive Board is either vacant or inaccessible, who shall give proper notice to the general membership and conduct the election in a manner set forth in the constitution and bylaws,
- iii. Nomination for a position shall be endorsed by the members, based on their individual knowledge about the candidates and one-minute speeches by the candidates.
- iv. Students running for an Executive Board position must meet the following requirements:
 - a. Be a registered student in good academic standing at LSC-North Harris.
 - b. Have a cumulative grade point average of at least 2.5 at LSC-North Harris.
 - c. Be committed to serve in obligated duties appointed to the position throughout each term.
 - d. Be present at all general meetings and cannot miss more than three executive board meetings.
- v. The election speech must be based on the following:
 - a. Why they want to become an officer.
 - b. What they have to offer for their potential position.
 - c. How they will impact ASU as a whole.
- vi. If two opponents run for the same position and contest, majority vote wins.

Article II: Voting

- i. No constitutional or bylaw amendments may be voted upon without a quorum.
- ii. No resolutions may be voted upon without a quorum.
- iii. All other motions may be voted on without quorum.

Article III: Terms and Duties of Officers

- i. There shall be six elected positions: President, Vice President, Secretary, Public Relations Officer, Strategic Planning Manager, and Historian.
- ii. Members who successfully gain these officers position will hereby be known as the Executive Board.
- ii. The term of office runs per year.
- iii. Any member of the Executive Board shall be able to temporarily assume the duties of another officer in the event that that officer cannot perform his/her duties.

Section I President

- i. Convenes and presides over all meetings.
- ii. Represents the organization at all functions and meetings.
- iii. Is the chief external contact person for the organization.
- iv. Is responsible for facilitating the success of all events.
- v. Prepares a report of the organization's intended activities every semester.
- vi. Updates advisors on the progress of the organization.
- vii. Is responsible for verifying that members of the Executive Board are fulfilling their duties.

Section II Vice President

- i. Performs the functions of the President if, for any reason, the President is unable to fulfill his/her duties.
- ii. Is responsible for assisting the President with all his/her duties.
- iii. Is the chief internal contact person for the organization.
- iv. Is responsible for assisting in coordinating social and community events.

Section III Secretary

- i. Keeps an accurate list of all members, including contacts and pertinent information.
- ii. Notifies all members of meetings and takes attendance and minutes at meetings.
- iii. Creates sign-in sheets for general meetings and events held on and off campus.
- iv. Distributes agendas before each meeting and minutes after each meeting.
- v. Submit ASU roster through RSO forms.

Section IV Public Relations Officer

- i. Recruits new members through meetings, social media, and events.
- ii. Uses appropriate forms of communication to build, manage, and maintain reputation.
- iii. Creates flyers for every social and community event.

iv. Coordinates all committees related to student publications including, but not limited to, newsletters, magazines, social media, web pages, and posts.

v. Attends all SGA meetings.

Section V Strategic Planning Manager

i. Aids in the smooth running of internal and external events.

ii. Oversees the planning and coordination of social and community events.

iii. Maintains copies of receipts, budget records, and other financial documents.

iv. Places any catering orders, following college-sanctioned processes.

Section VI Historian

i. Collaborates with Public Relations Officer to promote ASU.

ii. Collects and takes pictures about the club and its members.

iii. Takes pictures at social and community service events.

iv. Organizes a scrapbook and slideshow for ASU each semester.

Article IV: Removal of Officers

i. An elected officer shall be removed from office if the execution of his/her position is deemed unfavorable by the general membership.

ii. The term “unfavorable” shall be defined as inactiveness, prolonged absence from functions and/or meetings, engaging in conduct that will hinder the reputation and image of ASU, or any other behavior that can be deemed as a hindrance to ASU.

iii. Removal shall be carried out through the passing of a vote of no confidence. This vote will require the consensus of the general majority of the membership.

Article V: Meeting

i. This organization shall have regularly scheduled general meetings, the dates of which shall be announced at a prior general meeting.

ii. Executive Board meetings shall take place weekly.

iii. Meetings may occur more than once in any particular week, depending on how much attention any upcoming event requires.

iv. The presiding Executive Board member may change the time or place of a meeting or call an additional meeting:

a. in the event of an emergency,

b. with a two-thirds majority of regular and active members, or

c. if additional meeting time is needed to complete relevant tasks.

Article VI: Advisor(s)

i. The Advisor(s) for ASU carry the responsibility of:

a. working with Student Life to secure facilities for ASU events and meetings,

b. working with the Executive Board to successfully accomplish all social and community projects,

c. overseeing the budget and approving financial decisions made by the Executive Board, and

d. attending general meetings called by the Executive Board and all ASU events.

Article VII: Finances

i. The President, Strategic Planning Manager, and Advisor(s) must approve expenditures of ASU funds.

ii. Every event where money is spent or fundraised must include the verification and signature of the President, Strategic Planning Manager, and one Advisor.