

The Asian Pacific American Student Organization Constitution

Article I: NAME AND PURPOSE

Section A: Name

Asian Pacific American Student Organization (APASO)

Section B: Purpose

1. To program for Asian Pacific American (APA) students in social, cultural, academic, and political areas
2. To secure representation for APA students
3. To establish a communication and support network between APA faculty, staff, students, and the community
4. To voice APA nation- and campus-wide needs and concerns to the university
5. To sensitize and educate the University community on APA issues
6. To serve as a resource for other APA student organizations

Article II: MEMBERSHIP AND VOTING ELIGIBILITY

Section A: Membership Eligibility

1. All interested Michigan State University students who support the objectives and purposes of the organization.
2. APASO will not discriminate on the basis of age, color, gender, handicapper status, height marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status or weight

Section B: Membership Responsibility

1. To participate in organizational functions.
2. To communicate concerns to the organization
3. To encourage student involvement

Section C: Voting eligibility

1. All MSU students who have attended two functions of the present academic year.
2. Only MSU undergraduate students may be voting members.

Article III: GENERAL MEETINGS

1. APASO shall meet on alternating weeks, on a day and time to be determined by the Executive Officers prior to the commencement of the school year.
2. Special meetings may be called as needed by Co-Presidents or advisors
3. Meetings can be closed to members of APASO. Members must be contacted.
4. The General Membership shall be defined as the members present at a General meeting.
5. At the discretion of the Co-Presidents, meetings may be conducted under Robert's Rule of Order

Article IV: EXECUTIVE STRUCTURE OF APASO

Elected Executive Officers of APASO shall be divided into three categories:

1. The Co-Presidents
2. The Administrative Board
3. The Programming Committee

Section A: Co-Presidents

1. The Co-Presidents shall act as the chief executive Officers of APASO, responsible for ensuring APASO adheres to its purpose. They shall act as the spokespersons for APASO and shall oversee both Administrative Board and the Programming Committee. They shall act as the chairs of General Meetings and Administrative Board meetings.

2. Concerning matters of policy, the Co-Presidents shall have final authority over organizational decisions. The Co-Presidents shall have veto power over any decision of the Programming Committee, overridable by a majority vote of the general membership. The Co-Presidents shall have veto power over any decisions for use of the Affiliated Group slush fund.
3. The Co-Presidents are considered Executive Officers.

Section B: Administrative Board

1. The Administrative Board shall be a governing body with the purpose of administering APASO funding, publicity, data, meeting agenda and minutes, and extra-university communications. All Administrative Board officers are considered APASO Executive Officers.
2. The Administrative Board shall consist of one Treasurer, one Secretary, one Student Assembly Representative, one Academic Assembly Representative, and one RHA Representative. The board shall be chaired by the Co-Presidents.
3. Directors shall be appointed as needed to assist the Administrative Board (see Article V).

Section C: Programming Committee

1. The Programming Committee shall be an executive body with the purpose of planning and executing APASO programming.
2. Shall act semi-autonomously in the planning of programs (see Article VI, items 1-2)
3. All APASO officers are eligible for participation in execution of APASO programming.
4. In the cases of programs of a special nature (conferences, political programs, very large events, etc.), the Co-Presidents may require a special event-specific planning and execution process that is not solely in the domain of the Programming Committee.
5. All programming ideas generated by the Programming Committee are to be submitted to the Co-Presidents for approval. All Programming Committee proposals are subject to veto by Co-Presidential decision (see Article IV, Section A, Item 2)
6. The Programming Committee shall consist of two Programming Officers, one Publicity Officer, and the Vice President, who shall act as chair. They shall be assigned duties and/or positions as deemed appropriate by the Programming Committee with the approval of the Vice President. Additional Officers may be appointed as needed for the execution of programming (see Article V, item 2).

Section D: Eligibility

All officers should have prior experience in planning and/or participating in APASO activities. MSU undergraduate students are eligible to run for office

Section E: Procedures for the Officer Selections

1. Officers shall be elected by the General Membership.
2. Elections are to be held in the mid-Spring Semester. Candidates may announce their candidacy with a nomination and second by any general member for two weeks prior to elections.
3. The two Programming Officers shall be voted on in a pool of candidates. The two candidates with the most win the positions.
4. Voting shall be closed ballot. A simple majority accepts the position. Each voting member has one vote.

Section F: Term

The officers shall serve for one academic year and their term of office shall begin at the commencement of the Fall Semester following their election.

Section G: Succession

In the event that a Co-President must step down, the Vice-President shall preside in vacancy and a Special election shall be held to fill the Vice-President vacancy. Vacancies in other positions shall be filled by a procedure to be determined by

the remaining Executive Officers. This process shall be open to all general members.

Section H: Impeachment Process

Removal of an officer shall be recommended by a motion by a general member or an officer and seconded by a general member. It shall then be determined by a 2/3 vote of the general membership.

Article V: SECONDARY OFFICERS

1. Representatives to various University Committees and/or councils shall be considered secondary officers.
2. Assistants to the Executive Officers, entitled Directors, shall be considered secondary officers.
3. These representatives will be appointed from the general membership and/or renewed by the Executive Board, as these positions become available. Appointments are subject to Co-Presidential approval.

Article VI: EXECUTIVE MEETINGS

1. Officer meetings shall be held at least once every other week, at a time to be designated by the officers. Co-Presidents, Administrative Board, and Programming Committee shall meet together as a unified Executive Board at this time. The Co-Presidents preside over the joint meeting.
2. The Programming Committee and Administrative Board should hold independent meetings to conduct the affairs of each. However, a portion of the meeting time should be spent in a joint, all Executive Board meeting (Article IV, Sections A-C)
3. Additional meetings of the Administrative Board or Programming Committee shall be convened as needed, and determined by the body.
4. All regularly scheduled meetings are open. Closed meetings may be called as needed by the Co-presidents only, outside regularly scheduled Executive Board meeting times.

Article VII: DUTIES OF ALL OFFICERS

Section A: General duties which pertain to all Executive Officers

1. Officers must attend all meetings, both general and officer. When unable to attend a general meeting, a notice of absence should be turned in two days prior to the absence. It is up to the absent officer to obtain a copy of the minutes, etc. All officers must give notice prior to missing an executive board meetings. No officer shall miss more than a total of four meetings per term with the exception for the occurrence of an emergency.
2. Although not required, it is strongly recommended that officers attend all APASO sponsored events.
3. Officers may be required to attend meetings of other specific to their position. In the event that an officer cannot attend on of these meetings, he or she must notify the other officers and find an alternate to attend the meeting.
4. All officers shall work together and assist each other in fulfilling both general and specific duties.

Section B: Co-Presidents

1. Oversee/preside at all general and joint-officer meetings, and at APA Council meetings. Chair Administrative Board.
2. Communicate to and inform others of issues pertaining to APASO and the APA community.
3. Serve as a liaison to the advisors and keep them updated on APASO student matters and functions.
4. Serve as a liaison to the APASO officers and general membership regarding administrative affairs.
5. Serve as representative of APASO to APA Affiliated Groups

6. Be responsible for finding speakers for workshops, meetings, and events.
7. Voice APA concerns to the University and Community at large.
8. Serve as representatives and contact persons from APASO for MSU groups and the public (CORES, COREM, State News, etc.)
9. Be responsible for the overall supervision of all APASO functions.
10. Serve as spokesperson for APASO
11. Ensure adherence by APASO to its constitution and purpose
12. The Co-Presidents shall share and divide these duties as they see fit

Section C:

Vice-President (Programming Committee)

1. Oversee/Preside at Programming Committee meetings
2. Coordinate planning and execution of Programming committee functions and programs
3. Presents Programming Committee proposals to Co-Presidents.
4. Oversees duties of Programming Officers
5. Preside at meetings in absence of Co-Presidents
6. Act as chair of APA Council meetings.

Section D:

Treasurer (Administrative Board)

1. Work closely with the Co-Presidents/Vice President to acquire funding for events.
2. Attend ASMSU Programming Board meetings as APASO representative. Attend APA Council meetings to update the Council on the yearly budget and to complete approved APA council Proposal Forms for Funding.
3. Be responsible for filling out an ASMSU Programming Board preprogramming budget, obtaining the necessary signatures and making appoints with the Programming Board advisor in advance of a scheduled event. This is to assure appropriated funds.
4. Prepare a preprogramming budget for Council of Racial and Ethnic Students (CORES) secured funding.
5. Be responsible for having the budget presented at CORES funding meetings.
6. Be responsible for the budgeting of each event prior to the event.
7. Assemble financial reports after an event/function.
8. Keep track of all expenditures and all dealings with the ASMSU Business Office.
9. Make up an annual Programming Board Budget.

Section E:

Secretary (Administrative Board)

1. Record minutes of general and officer meetings, as well as of APA Council meetings.
2. Be responsible for making the agenda for general meetings with the assistance of the Co-Presidents, and for officer and APA Council meetings as needed.
3. Attend APA Council meetings as Secretary.
4. See that APASO's advisors receive copies of minutes/important handouts from APASO.

Section F:

Publicity Officer (Programming Committee)

1. Oversee all advertising and promotion of events and functions (i.e. State News ads, flyers, student radio public announcements, etc.)
2. Must work closely with the Vice President to determine publicity need for all APASO programs.
3. Must work closely with the Co-Presidents to publicize any important APASO issues (political, cultural, etc.)
4. Manage APASO World Wide Web page.
5. Serve as historian.

Section G:

Programming Officers (Programming Committee)

1. Shall assist the Vice President in the planning and execution of programs for APASO.
2. Positions and responsibilities to be determined by Programming committee as needed (see Article IV, Section C, Item 6.)

- Section H: Student Assembly Representative (Administrative Board)**
1. Serve as the liaison between APASO and ASMSU Student Assembly.
 2. Must attend all ASMSU Student Assembly meeting as APASO's representative.
 3. Assist the Administrative Board in any duties needed to complete APASO Programming.

- Section I: Academic Assembly Representative (Administrative Board)**
1. Serve as the liaison between APASO and ASMSU Academic Assembly
 2. Must attend all ASMSU Academic Assembly meeting as APASO's representative.
 3. Assist the Administrative Board in any duties needed to complete APASO Programming.

- Section J: Residence Hall Association (RHA) Representative (Administrative Board)**
1. Serve as the liaison between APASO and RHA.
 2. Must attend all RHA meeting as APASO's representative.
 3. Assist the Executive Officers in any duties needed to complete APASO Programming.

- Section K: APASO Representative to various University committees and/or councils and Directors (see Article V)**
1. These officers shall perform specific duties as designated by Co-Presidents and/or the General Assembly.
 2. As secondary officers, they shall be required to fulfill general officer duties only at the request of the Co-Presidents.

Article VIII: ADVISORS

Section A: Past Officers

Act as advisors to current officers. They shall be voting members allowed to attend meeting, in accordance with general membership and voting eligibility guidelines (see Article III).

Section B: ASMSU Advisor(s)

Any ASMSU advisor shall be a non-voting member allowed to attend meetings.

Section C: Faculty

At least one Staff/Faculty advisor shall be allowed. They shall be expected to attend meetings, be aware of activities and concerns, and shall be appointed or renewed annually.

Article IX: FUNDING

Section A: Funding Resources

1. Council of Racial Ethnic Students Secured Funding
2. ASMSU Programming Board
3. Residence Hall Association (RHA)
4. Fund-raisers
5. Donations

Article X: COMMITTEES

Ad-hoc committees can be established by the executive board.

Article XI: APA COUNCIL

Section A: Purpose

An Asian Pacific American Council shall convene for the purpose of discussing APA student organizational issues and for the purpose of conducting Affiliated Group/APASO business (see Article XII). The APA Council shall be held no less than every alternate week, at least one hour prior to APASO General Meetings, or at a time determines by the APASO Executive Board (see Article XII).

Section B: Requirements

1. A core value of the organization should be supporting and/or promoting the education, understanding, and/or celebration of some aspect of the APA experience, and in particular the APA college student experience.
2. APA Council member organizations may not discriminate on the basis of race, gender, ethnicity, religion, sexual orientation, marital status, parental status, or age
 - (a) Member organizations may explore issues relating to one or more of the above categories, so long as any MSU student is eligible to join the exploration
3. Representation
 - (a) One representative must attend APA Council Meetings
 - (b) One representative must attend meetings of the Asian Pacific American Student Organization (APASO)
 - (c) The APASO representative may be, but is not required to be, the same individual representing the organization to APA Council
 - (d) Organizations may have no more than two unexcused absences per semester for either APA Council or APASO; more than two absences from either meeting in a semester disqualify the organization for funding that semester.
 - (i) If an organization has already received funding during a semester and absences that semester subsequently reach three or more, at the Council's discretion the absent organization may be disqualified from receiving funding for part or all of the following semester.
 - (ii) Individuals arriving between 5 and 15 minutes late for Council Meetings will be counted as tardy; two tardies count as an absence
 - (iii) Individuals arriving more than 15 minutes late for Council Meetings will be counted as absent
4. Each member organization shall plan and execute at least two qualifying programs per semester
 - (a) Qualifying programs shall
 - (i) Illuminate some aspect of Asian Pacific American culture, history, or experience
 - (ii) Be open to all MSU students
 - (iii) Be advertised widely to the MSU community, to the best of the organization's ability
 - (b) At least one qualifying program per year should take place as part of Michigan State University's celebration of Asian Pacific American Heritage Month, traditionally celebrated from mid-March through mid-April.
 - (c) Qualifying programs may be co-sponsored with other organizations, either within or external to APA Council, so long as the APA Council member organization makes some meaningful contribution to the planning and/or execution of the event (contributing name and financial support alone are not sufficient)
5. The APASO Secretary shall act as secretary of the APA Council (see Article VII, Section E). The APASO Treasurer shall attend to update the Council on the budget and is responsible for completing approved APA Council Proposal Forms for Funding (see Article VII, Section D). The APASO Vice President shall act as chair of APA Council (see Article VII, Section C).

Section C:**Privileges**

1. Funding

- (a) APA Council member organizations are eligible to apply for funding from APA Council
- (b) Organizations wishing to apply for funding should submit a bill no later than 5pm on the Friday preceding APA Council meetings
- (c) The representative of the organization requesting funding will present their bill at the APA Council meeting following the submission of the bill
 - (i) APA Council members may question the organization rep, propose changes to the bill, and vote on the original or amended bill
 - (ii) Bills are passed or defeated by majority vote of the organizational representatives present at APA Council at the time the vote is called
 - (iii) Organizations with no representative present when the vote is called will cede their right to vote on that bill
 - (iv) In the case of a tie, the APASO Vice President or his/her delegate, acting as APA Council Chair, will cast the deciding vote
- e) The Co-Presidents shall retain the right to veto any APA Council decision concerning APASO funding, including the slush fund.

2. Vincent Chin Heritage Room (Heritage Room)

- (a) MSU's Asian Pacific American Student Organization (APASO) shall have first priority in scheduling APASO general assembly meetings each semester.
- (b) Following the scheduling of APASO general assembly meetings, APA Council member organizations may reserve the Heritage Room on a first come, first-served basis for meetings and events
- (c) Each member organization may have one designated "authorized key user" who may check out the key from the Holden Hall front desk to access the Heritage Room
- (d) Organizations must follow the room usage rules outlined in the OCAT office
- (e) Organizations accessing the Heritage Room are expected to return it to its original condition at the conclusion of their event, including removing all trash and replacing furniture in its original configuration
- (f) Meetings and events held in the Heritage Room may not be closed to anyone on the basis of race, ethnicity, gender,

Section D:**Probation**

1. Who is probationary

- (a) New organizations applying to join APA Council shall be deemed "on probation" for one semester
- (b) Organizations which have been inactive may, at their request, rejoin APA Council; they will be considered as probationary a period of one semester
- (c) Organizations which have lost privileges due to lack of compliance with Part 1 of this document will be considered as probationary for the remainder of the semester in which privileges were lost, and for the following semester

2. End of probation

- (a) If the probationary organization meets all APA requirements of Part 1 of this document during the probationary period, at the end

of that period the organization shall be considered a full member with all rights and privileges obtaining thereto

- (b) If the probationary organization fails to meet the requirements of Part 1 during its first probationary period, at the discretion of the Council the organization may either be placed on further probation or placed on hiatus for a minimum of one semester
 - (c) If an organization fails to meet its obligations during a SECOND consecutive probationary period, it shall automatically be placed on hiatus for a minimum of one semester
- 3. During the probationary period, at the discretion of the Council the probationary organization may be required to have a co-sponsor for funding requests
 - 4. Organizations in their first probationary period may access the Heritage Room as full members do; at the discretion of the Council, organizations in their second probationary period may have additional limitations placed on use of the Heritage Room

Article XII: APASO AFFILIATED GROUPS

Section A: Eligibility

A student organization is eligible for APASO Group status should it meet the following requirements:

- 1. It is an organization that supports the objectives and purpose of APASO, consisting of MSU students.
- 2. It is an organization with objectives and goals specific to Asian Pacific American students.

Section B: Procedure for APASO Affiliation

- 1. A group wishing to become an APASO Affiliated Group should submit an application to the APASO Executive Board announcing this application at any APASO General Meeting
- 2. The Executive Board shall then decide at a joint Executive Board meeting or meetings, as necessary, whether the group in question meets the eligibility requirements.
- 3. The Co-Presidents shall call a vote after this discussion period from the Executive Board. Provided a 2/3 majority vote in favor of accepting the group from the Executive Board, a vote will then be taken to the General Membership.

Section C: Requirements for APASO Affiliation

- 1. All affiliated Groups must send one constitutionally elected representative from their group to the APA Council Meeting. If the representative is unable to attend, a notification of absence must be submitted to the APASO Secretary at least two days prior to the meeting and a substitute should be found. Groups shall lose their Affiliated Groups status after the equivalence of three unrepresented absences from the APA Council (see Article XI).
- 2. Affiliated Groups Representatives must be able to represent the organization and voice its concerns and needs to the APA Council (see Article XI).
- 3. Affiliated Groups are subject to APASO policy concerning the use of APASO funds, and facilities (see Article XII Section D Item 4; Article IV, Section A, Item 2).

Section D: Affiliated Group Benefits

- 1. Affiliated Groups shall have access to an APASO slush fund, comprised of no more than 25% of the APASO CORES fund (see Article XI). No bill brought before the Council shall amount to more than 25% of the slush fund total.

2. Affiliate groups shall receive one vote each from their representative on the APA Council, concerning approval of slush-fund bills and issues brought to vote on the Council (see Article XI).
3. Affiliated Groups shall be able to petition the Executive Board for approval of bills be taken to ASMSU Programming Board on their behalf by APASO.
4. Affiliated Groups shall have access to APASO facilities and equipment with Co-Presidential approval (Heritage, audio/video equipment, etc.)

Article XIII: RATIFICATION OF THIS CONSTITUTION

1. The APASO Constitution shall be ratified, with or without amendments, in Fall Semester of each year.
2. The constitution must be approved by a $\frac{3}{4}$ vote of the Executive Board.
3. Following the Executive Board's approval, the constitution must be approved by a $\frac{2}{3}$ vote of the general membership.

Article XIV: AMENDMENTS TO THIS CONSTITUTION

Articles may be amended by the same process as ratification of the constitution.