

**THE CONSTITUTION of the AFRICAN STUDENTS ASSOCIATION (ASA)
of
THE JOHNS HOPKINS UNIVERSITY**

Article I. NAME AND JURISDICTION

The name of our organization shall be the African Students Association (ASA).

The articles in this document shall form the Constitution of the African Students Association of the Johns Hopkins University.

It shall be the source of authority for all actions and acts undertaken in the name of the African Students Association in pursuance of the purpose and objectives set forth in Article II of this constitution.

Article II. PURPOSE AND OBJECTIVE

The African Students Association (ASA) of the Johns Hopkins University comprises a group of students of African and non-African descent dedicated to the education of the Hopkins community at large of the different cultures that comprise the African continent. ASA also provides a network of support for African students at Johns Hopkins and serves as a source of information for any member of the Johns Hopkins University community interested in learning about Africa. The African Students Association is a service as well as social organization which aims to rid misconceptions concerning Africa through education.

Article III. MEMBERSHIP

Membership in the African Students Association shall be open to all members of the Johns Hopkins University community. Voting membership, however, is limited to students who have met the MINIMUM requirement of attendance at 3 meetings or 2 meetings and an event PER SEMESTER.

Article IV. OFFICERS

The elected positions shall be:

President, Vice President, Secretary, Treasurer, Events Chair, Fundraising Chair, Publicity and Retention Chair, Research History and Education Chair, OMA/ Diversity Chair.

The appointed positions shall be Webmaster/Technician

Article V. DUTIES AND POWERS OF OFFICERS

ASA shall consist of a General Body and an Executive Board. The duties and powers of Executive Board members are as follows:

General Duties and powers of the Executive Board:

- i) The Executive Board shall hold office for a period not to exceed a full academic year (Fall and Spring Semesters) or nine months.
- ii) Executive Board members shall represent the General Board in relaying important issues and shall have the final say in decision making and matters pertaining to the entire organization.
- iii) The Executive Board shall conduct the affairs of the Association in accordance with the rules laid down in this Constitution and the Student Activities Commission of the Johns Hopkins University.

Section 1: President:

- a. Shall act as the chief executive, responsible for functioning of ASA.
- b. Shall preside over all Executive Board and General Body meetings.
- c. Shall serve as representative, and spokesperson for ASA at official functions.
- d. Shall attend all SAC meetings along with the Treasurer, and act as financial chair in place of Treasurer
- e. Shall vote only in the event of a tie.
- f. Shall delegate new or unforeseen duties and responsibilities amongst the Executive Board as he/she sees fit.

Section 2: Vice President:

- a. Shall act in place of the President and assume duties in case of his/her absence
- b. Shall act as secondary spokesperson for the organization and assist the President in various duties.
- c. Shall ensure a smooth working executive board and seek to resolve all conflicts

- d. Shall reserve all rooms for weekly meeting and events.
- e. Shall seek out and manage volunteer/community outreach opportunities for ASA

Section 3: Secretary

- a. Shall keep accurate records of the minutes of the Executive Board and General Body meetings and distribute them to the executive board within a week of the meeting date.
- b. Shall maintain the email account and send out all pertinent information via email, keeping the General Body abreast of all ASA events and activities.
- c. Shall keep records of General Body and Executive Board meeting attendance, and membership roll by providing sign-in sheets at every meeting.
- d. Shall notify the Executive Board of requests, collaborations, and opportunities as they arise through the email account.
- e. Shall assist the Research, History and Education chairperson in all duties.

Section 4: Treasurer

- a. Shall prepare a budget for the forthcoming year, after consulting with Executive Board members, and considering past and prospective activities.
- b. Shall keep an accurate track of all financial transactions and expenditures, and file all receipts and invoices.
- c. Shall attend all SAC meetings along with the President, and remain in correspondence with the Financial Advisor for SAC groups.
- d. Shall collect all moneys after events and activities and manage the payment of bills incurred by the organization.
- e. Shall work closely with the Fundraising and Events Chairs in generating and managing funds for the organization

Section 5: Events Chair

- a. Shall plan at least 2 events (one per semester) that will help ASA in the advancement of the objectives stated in Article II of this constitution.

- b. Shall work closely with the OMA/Diversity Chair in planning collaborative events.
- c. Shall seek out the General Body for ideas and perspectives to help the advancement of ASA goals.
- d. Shall assist the Research, History, and Education Chair in planning 2 educational events per semester.
- e. Shall assist the Fundraising Chair in planning events that generate funds for ASA.

Section 6: Fundraising Chair

- a. Shall plan two fundraising events (one per semester) to generate funds for the organization.
- d. Shall seek out grants, and manage the distribution of fundraising letters to individuals, businesses and organizations to solicit funds for ASA.
- c. Shall assist the publicity chair in publicizing fundraising events.
- d. Shall seek out unique and innovative ways to generate funds for the organization.

Section 7: Publicity and Retention Chair

- a. Shall be in charge of publicizing all major ASA events AT LEAST two weeks prior to the event through posters, banners, fliers, mailbox stuffers, facebook, today's announcements, flash ads, etc.
- b. Shall reserve ad boards, breezeway space, and mailbox stuffing times AT LEAST two weeks before major events.
- c. Shall direct the Executive Board in the painting of ad boards, stuffing of mailboxes, and campus fliering.
- d. Shall work with the Webmaster/Technician in creating posters/fliers to publicize events.
- d. Shall be in charge of off-campus postering and traveling to other campuses to advertise for major events.
- e. Shall create committees as he/she deems fit to help with publicity efforts.

f. Shall oversee retention of new and old members, especially upperclassmen and create unique ways to improve membership.

Section 8: Research, History and Education Chair

a. Shall present current events at each meeting and keep the General Body informed on the happenings in Africa

b. Shall work closely with the BSU Black History Month Chairs to implement African Awareness into BHM activities.

c. Shall implement projects to educate the Hopkins community on the happenings of Africa

d. Shall maintain ASA newsletter and other articles concerning the organization.

e. Shall be updated on history of the organization, and be willing to research topics and ideas that will enhance the quality of meetings and events.

Section 9: OMA Representative/Diversity Chair

a. Shall attend all OMA meetings and communicate pertinent information to the Executive Board.

b. Shall act as main liaison between ASA and other JHU cultural groups and events.

c. Shall be responsible for attending board meetings for other organizations to discuss collaborations with ASA, and planning collaborative events.

d. Shall actively seek out diversity to broaden the reach of ASA beyond African students.

Section 10: Webmaster/ Technician

a. Shall maintain the ASA website, updating it regularly to keep members abreast of events and activities.

b. Shall work with the Secretary to post announcements and solicit help from the General Body for ASA activities via the website.

c. Shall reserve AV equipment (speakers, projectors, microphones, camcorders, cameras) for events in a timely manner to ensure proper technical function and record keeping of events.

d. Shall help the Executive Board with other activities as necessary.

ARTICLE VI - MEETINGS

Section 1: Executive Board Meetings

a. The Executive Board shall meet prior to each General Body meeting, and whenever deemed necessary.

b. All Executive Board members have the ability to call an Executive Board meeting, but must notify all members beforehand.

Section 2: General Body Meetings

a. Notification of the time and location of all ASA meetings are to be at least one week in advance, except when an emergency meeting is deemed necessary.

b. The Executive Board may call as many General Body Meetings as deemed necessary during the academic year, but must have AT LEAST 3 meetings per semester.

c. There must be a written set agenda for each meeting, whereby business may take place, allowing time for discussions, questions, presentations, special events, etc.

d. Attendance must be taken at each General Body meeting.

ARTICLE VII - ELECTION PROCEDURES

Section 1: Eligibility for Office

a. Must be a voting member of the African Students Association

b. Must be an undergraduate in good academic standing with the Johns Hopkins University

c. President and Vice President candidates must have served on the Executive Board for at least a year prior. All other positions can be acquired without prior membership on the Executive Board.

Section 2: Nominations

a. A list of voting members shall be provided (1) week before nominations.

- b. Nominations must be seconded and nominees need not be present, however, such nominees may decline at any time prior to elections after having been informed of the nomination.
- c. Nominations must be made separately for each office.
- d. A candidate can nominate himself/herself for a desired position.

Section 3: Elections

- a. Elections shall take place no later than two (2) meetings following the nominations meeting.
- b. Candidates must prepare a statement of intent not to exceed three (3) minutes, and must answer questions (no more than 3) posed to them by the membership.
- c. Elections shall be held using secret ballot. Results of the elections shall be disclosed immediately following voting.
- d. Candidates may vote for all offices.
- e. Absentee votes will not be accepted.
- f. The outcome of the elections shall be determined as follows:
 - i. Candidates running unopposed must receive 50% plus one (50% + 1) of all votes. If candidate fails to receive this, new nominations and elections must be held.
 - ii. Current Executive Board members running for new positions for the upcoming year may re-run for their current positions if they are unable to secure the new positions.
 - iii. The President shall only vote in the place of a tie.

ARTICLE VIII– IMPEACHMENT PROCEDURES

Section 1: Warning

A warning shall be issued to the Executive Board when any officer of the African Students Association is unable to fulfill the corresponding responsibilities or violates ASA procedures and/or goals. No officer shall be impeached without a warning from the Executive Board.

Section 2: Procedure

The procedure for impeaching an officer shall be as follows:

- a. The impeachment may be initiated by a petition with the signatures of at least 1/3 of the active General Body members and/or at least 2/3 of the Executive Board.
- b. A hearing must be held within two weeks after the petition is submitted. During the hearing, the charges and/or reasons for the impeachment of the officer shall be stated. The accused officer shall have the right to address the related issues in the hearing.
- c. After the hearing, a voting by shall be held. If the impeachment was initiated by the General Body, the officer can be removed with 50 percent plus one (50% + 1) of the General Body vote. If the impeachment was initiated by the Executive Board, the officer can be removed with 50 percent plus one (50% + 1) of the Executive Board vote.
- d. No officer shall be removed from office without formal impeachment.

ARTICLE IX - CONSTITUTION

Amending via Petition:

- i. An amendment may be submitted with a petition containing signatures of 50% of the voting membership.
- ii. Submission is followed by discussion, and a vote must be made at the present or following meeting.
- iii. Majority vote of the voting membership at the present meeting results in automatic ratification of the amendment.
- iv. The Executive Board can also amend the constitution as they deem fit to address internal matters. A 2/3 vote of Board members results in new amendments to the constitution.

Amending during Emergency Sessions:

During emergency sessions, a unanimous vote of the General Body at the present meeting results in automatic ratification of the amendment.

Note: Highlighted articles have been amended.

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AMENDMENT I

(Active April 15th, 2016)

Article III. Membership

Interest Membership

Interest Membership shall be open to all members of the Johns Hopkins University community. Interest members are free to attend all ASA general body meetings and events.

General Membership

General members retain the privileges of the interest members, but also have access to opportunities given through ASA. They are able to represent ASA at off campus events and are able to participate in membership bonding events.

General membership shall be limited to students who:

- a. Attend ATLEAST 3 meetings PER SEMESTER.
- b. Attend ATLEAST 1 event PER SEMESTER.

Voting Membership

Voting membership is the highest level of membership. Voting members receive the privileges of all membership levels, and have the ability to run for executive board positions in addition to voting for them.

Voting membership shall be limited to students who:

- a. Attend ATLEAST 5 meetings PER SEMESTER.
- b. Attend ATLEAST 2 events PER SEMESTER.
- c. all executive board members (elected and appointed) who successfully execute their duties shall be automatically considered voting members.

***members who have demonstrated commitment to the organization, but do not meet the requirements for a membership level can appeal to have their status reviewed by the executive board.**

*** memberships will be evaluated and updated every semester.**

Article IV. Officers

- a. The appointed position of Webmaster/ Technician will now become an elected position.
- b. The elected position of Publicity and Retention Chair will now become the Publicity and Public Relations Chair.
- c. The responsibility of a Retention Chair will be turned into a new elected position: Membership and Retention Chair.
- d. The elected position of the Fundraising Chair will now become the Fundraising and Community Service Chair.
- e. The appointed positions shall now be the Freshman Representative and Committee Chairs.
 - a. All appointed positions shall be chosen through an application and interview process.

Article V. Duties and Powers of Officers

Section 1: President

In addition to the duties already stated in the constitution, the officer:

- a. Shall oversee the selection process of appointed positions and have veto power on all votes only pertaining to that selection process. This veto can only be overruled if 90% of the executive board rules against the veto.

Section 2: Vice President

In addition to the duties already stated in the constitution, the officer:

- a. Shall oversee every executive board member's weekly duties and assignments.

Section 5: Events Chair

In addition to the duties already stated in the constitution, the officer:

- a. For line b of Section 9, the officer shall now *implement* in addition to plan at least 2 events (one per semester) that will help ASA in the advancement of objectives as stated in Article II of this constitution.
- b. Shall be in charge of contacting all vendors, collaborators, or any third party participants for all events.

Section 6: Fundraising and Community Service Chair

In addition to the duties already stated in the constitution, the officer shall perform the following tasks:

- a. Community Service Tasks
 - a. Shall plan and implement a community service project every other month.
 - b. Shall seek out and maintain relations with all charities and community service organizations interested in collaborating with the organization.
 - c. Shall keep an accurate track of all service hours completed by members of the organization.

Section 7: Publicity Chair and Public Relations Chair

In addition to the duties already stated in the constitution, the officer:

- a. Shall plan and strategize marketing strategies for all major ASA events ATLEAST one month prior to the event for the review of the executive board.
- b. Shall actively seek out and implement new and innovative ways of publicizing ASA events on and off campus.

Section 8: Research, History, and Education Chair

In addition to the duties already stated in the constitution, the officer:

- a. Shall plan and implement ATLEAST 2 educational events (one a semester).
- b. Shall organize and maintain the organization's inventory.
- c. Shall organize all official and unofficial documents created by the active and all previous executive boards.

Section 9: OMA Representative/ Diversity and Collaboration Chair

In addition to the duties already stated in the constitution, the officer:

- a. For line b of Section 9, the officer shall now act as the main liaison between ASA and other organizations on/off campus.
- b. Shall plan and implement ATLEAST one collaboration event with a JHU cultural group aside from traditional events.
- c. Shall plan and implement ATLEAST one collaboration event with another off campus ASA organization aside from traditional events.

Section 11: Membership and Retention Chair

- a. Shall actively seek out and implement new and innovative ways of retaining members in the organization.
- b. Shall in the absence of the secretary take attendance and keep accurate records of the minutes.
- c. Shall keep an accurate record of all members and activities in the organization.
- d. Shall handle all alumni relations and activities.
- e. Shall plan and implement ATLEAST 2 bonding events for members in the organization and one bonding event for the executive board.

Section 12: Freshman Representative

The goal of the freshman representative is to represent the freshman class in all executive board meetings and develop their leadership skills by working with executive board members throughout the active year and assisting with their duties.

- a. Shall execute ATLEAST one duty under every executive board member.
- b. Shall assist the publicity chair in all their duties as pertaining to the freshmen.
- c. Shall plan ATLEAST 2 events (one a semester) for freshman members.

Section 13: Committee Chairs

The goal of the committee chair is to give ASA members an opportunity to get more involved with the organization and to develop their leadership skills without being on the executive board. This position is open to all members of all classes.

- a. Shall spearhead special initiatives and events.
- b. Shall assist the publicity chair in all their duties.
- c. In the event that an executive board position is left vacant, the committee chairs will fill this position until the next voting period.