

The Constitution of the Asian American Alliance

Preamble

In order to maintain a cooperative and unified community and increase awareness among Asian American students and organizations, this association will attempt to generate an environment conducive to growth and collaboration within the context of Columbia University

Article I - Name

Section 1.

The name of this organization shall be Asian American Alliance: hereafter, referred to as AAA, or Triple-A.

Article II - Purpose

Section 1.

AAA shall actively promote positive interaction among Asian American students and organizations at Columbia University.

Section 2.

AAA shall represent the Asian American community by creating and maintaining a unified voice.

Section 3.

AAA shall mediate any conflict that may arise involving the Asian American community.

Section 4.

AAA shall promote awareness and fellowship among Asian American students through cultural, educational, political, and social programming that reflects the diverse Asian cultures within the Columbia community.

Article III - Membership

Section 1.

AAA membership shall be open to any student, regardless of race, religion, sexual orientation, gender or physical handicap, currently enrolled in Barnard College, Columbia College, or the School of Engineering and Applied Science. Members may sign up during Orientation and Activities Day.

Section 2.

Members of any AAA member organization will automatically be accorded membership in AAA.

Section 3.

For the purposes of elections, the membership list will be closed two weeks before elections.

Article IV - Meetings and Procedures

Section 1.

All AAA activities and programs will be governed and directed by the AAA Executive Committee.

Section 2.

AAA Executive Committee meetings will be held on a regular basis to be determined by the AAA Executive Board.

Section 3.

Quorum is 2/3 of the AAA Executive Committee Quorum is necessary in order to conduct official business.

Section 4.

All procedural motions shall require a simple majority for passage. Substantive motions shall require a 2/3 majority for approval.

Section 5.

Standing Committees will meet at the discretion of their respective Committee Chairs as necessary.

Section 6.

AAA General Meetings will be held on a regular basis by the Executive Committee.

Article V- AAA Executive Board

Section 1.

The AAA Executive Board will have the following officers:

A. Chair - The responsibilities of the Chair are:

- a) To oversee all official functions, programs and events of AAA.
- b) To serve as the official representative of AAA.
- c) To preside over all meetings of the AAA.
- d) To keep abreast and inform the AAA Executive Board of issues which may affect the Asian community.
- e) To attend events of AAA member organizations.
- f) To mediate disputes between AAA member organizations

- g) To routinely meet with AAA member organization presidents, and to offer advice, encouragement, and support whenever possible.

B. Two (2) Vice-Chairs [One (1) Barnard Vice-Chair and one (1) CC/SEAS Vice-Chair] - The responsibilities of the Vice-Chairs are:

- a) To assist the Chair in his/her duties as delegated by the Chair.
- b) To assume the duties of the Chair in the event of the Chair's absence, disability, or resignation.

C. Committee on Cultural/Social Issues Chair

D. Committee on Educational/Political Issues Chair

E. Committee on Community Awareness Chair

F. Committee on Academics/Alumni Relations Chair

G. Committee on Intergroup Relations Chair

The responsibilities of the Committee Chairs are:

- a) To preside over meetings of their respective committees.
- b) To be responsible for all activities of their committees.
- c) To report to the rest of the AAA Executive Committee on the activities of their committees.
- d) To coordinate the activities of their committees with the AAA member organizations.

I. Treasurer - The responsibilities of the Treasurer are:

- a) To handle all financial matters, including the AAA budget, all ABC and SGA meetings, annual budget proposals, and appeals, etc.
- b) To oversee the budgets of the Standing Committees
- c) To serve as a resource for the treasurers of all AAA organizations in finding sources of funding, such as the President and Provost's Student Initiative Fund.
- d) To coordinate budget proposals for co-sponsorships among AAA member organizations.

J. Secretary - The responsibilities of the Secretary are:

- a) To keep and publish the minutes for all AAA Executive Committee meetings and activities
- b) To handle all correspondence.
- c) To establish a network with the secretaries of all the AAA organizations in order to better facilitate the scheduling of events.
- d) To maintain a current calendar of events for all AAA and AAA member organization programming.

K. Webmaster - The responsibilities of the Webmaster are:

- a) To maintain the AAA website, server, listserve, etc.

b) To keep the website updated weekly.

L. Advisor - The responsibilities of the Advisor are:

a) To advise the Chair on policies and events from previous years.

Section 2.

These officers shall serve a one-year term beginning in the spring semester and terminating the following spring. The AAA Executive Board shall choose these officers in the span term two using the procedures specified in the AAA bylaws.

Section 3.

During their term as an officer of the Executive Board of AAA, the Chair and Vice Chairs should not serve on the executive board(s) of any other AAA member organization. These requirements may be waived if deemed necessary by the AAA Executive Committee.

Section 4.

An officer of the Executive Board may be impeached by a 2/3 vote of the AAA Executive Committee.

Section 5.

Any member of the Executive Board must present a written formal statement of his or her resignation at least two weeks prior to the effective date of his or her resignation.

Article VI - AAA Executive Committee

Section 1.

The Executive Committee shall consist of the Executive Board plus the President/Chair of each member organization.

Section 2.

The Executive Committee is responsible for all AAA events, programs, activities, and other businesses.

Section 3.

In official AAA business, each member of the Executive Committee shall have one vote except for the Chair and the Vice-Chairs. The Chair may vote in the event of a tie.

Article VII - Elections

Section 1.

The Chair, Vice-Chairs, Secretary, Treasurer, and Committee Chairs will be elected in a drop-down election process. Each member of the previous Executive Board may cast

one vote for each office and each AAA member organization may cast two (2) votes for each office.

Section 2.

The Webmaster can be either elected or appointed at the time of the election.

Section 3.

The advisor is appointed within two (2) weeks after the election by the new Executive Board.

Section 4.

The elections will be held according to the procedures as established in the bylaws.

Article VIII - Standing Committees

Section 1.

AAA shall have the following Standing Committees:

- A. Cultural/Social
- B. Educational/Political
- C. Community
- D. Academic/Alumni Relations

Section 2.

Standing Committees will be chaired by its respective Committee Chair of the AAA Executive Board.

Section 3.

Each Standing Committee will have responsibilities as specified in the by-laws.

Section 4.

The composition of each Standing Committee will be left to the discretion of its Chair.

Section 5.

Ad hoc committees may be created by a written proposal with the approval of 2/3 of the AAA Executive Board.

Section 6.

All committees will report to the AAA Executive Board at the regular meetings of the Executive Board.

Article IX - Bylaws

Section 1.

The bylaws shall be established by a 2/3 vote of the AAA Executive Board. The bylaws may be amended by a simple majority vote of the AAA Executive Board.

Article X - Amendment to the Constitution

Section 1.

Amendments to the Constitution may be proposed in writing by any AAA Executive Board Officer with the support of at least 1/4 of the AAA Executive Board.

Section 2.

The Constitution may be amended by a 2/3 vote of the entire voting AAA Executive Board.

Article XI- Ratification

Section 1.

This constitution shall be established by a vote a 3/4 majority of the entire voting AAA Board.

The Bylaws of the Asian American Alliance

Article I. Membership

Section 1.

The following organizations are currently recognized as AAA member organizations: Asian American Society of Engineers, Asian Journal, Chinese Students Club, Club Bangla, Club Zamana, Dimensions, Hong Kong Students and Scholars Society, Japan Club, Korean Students Association, Liga Filipina, Organization of Pakistani Students, Singapore Students Association, Sounds of China, TAAL, Taiwanese-American Students Association, and Thai Sabai.

Section 2.

An organization may be admitted to AAA with the approval of 2/3 of the AAA Executive Committee.

Article II. Elections

Section 1. Chair and Vice-Chairs

- a) All AAA Elections shall be organized and administered by the Present Executive Board.
- b) Candidates for the position of Chair or Vice-Chair are required to have served one term of office on the executive board of an AAA organization.

- c) Elections will be held in the spring term at a date determined by the Executive Board
- d) Nominations for all positions must be submitted to the Executive Board for consideration at least one week before the election.
- e) Each individual AAA organization is responsible for publicizing the elections at their respective executive board meetings.
- f) The AAA Executive Board will interview all candidates prior to the elections. The candidates will be screened for their qualifications. The candidates will be rated on: their past experience in the Asian American community, level of time commitment, level of interest, future plans for AAA, clarity of their current view, interpersonal skills, and knowledge of issues affecting the Asian American community. On the basis of these interviews, candidates will be invited to participate in the elections.
- g) Candidates will be given 5-7 minutes to address the AAA Executive Board and AAA organizations at the elections. Time will be given for the candidates to respond to questions.
- h) A positive discussion of the candidates' qualifications will be facilitated by the Chair.
- i) A candidate must be approved by 2/3 of the entire voting AAA Executive Board and AAA Organizations in order to be elected.
- j) Each Executive Board member, with the exception of the Chair, may cast one vote for any candidate for each office, while each AAA organization can cast two votes for any candidate for each office.

Section 2. Standing Committee Chairs and Other Executive Officers

All AAA Elections shall be organized and administered by the Executive Board.

- a) Each individual AAA organization is responsible for publicizing the elections at their respective executive board meetings.
- b) Candidates will be given 3-5 minutes to address the AAA Executive Board and AAA organizations at the elections. Time will be given for the candidates to respond to questions.
- c) A candidate must be approved by 2/3 of the entire voting AAA Executive Board and AAA Organizations in order to be elected

Article III. Standing Committees

Section 1. Academic/Alumni Relations

- a) To coordinate activities with the Asian Columbia Alumni Association (ACAA), Alumni of Color Outreach Programs (ACOP), and Asian Pacific American Faculty and Administration (APAF).
 - b) To network and maintain contact with alumni, faculty, and administration.

- c) To create, plan, and manage activities, events, and programs such as Pre-Professional Forums, Career Fairs, and Resume Workshops, to assist Asian-American students in career development.

Section 2. Educational/Political

- a) To develop and review a program for Asian American Studies at Columbia University.
- b) To seek the hiring of Asian American faculty and administrators.
- c) To create, plan, and manage such educational and political activities, events, and programs that promote a greater awareness of Asian American issues.
- d) To create, plan, and manage activities, events, and programs such as Pre-Professional Forums, Career Fairs, and Resume Workshops, to assist Asian-American students in career development.

Section 3. Cultural/Social

- a) To create, plan, and manage such activities, events, and programs that promote a greater awareness of the diverse Asian cultures within the Columbia community.
- b) To create, plan, and manage such social activities, events, and programs that promote fellowship among Asian students at Columbia University.

Section 4. Community

To create and maintain such community service programs that increase students' awareness of the Asian community outside of Columbia University.

Article V. Resolutions and Correspondence

Section 1.

A majority vote is required for the writing of a letter or the drafting of a resolution.

Section 2.

After a discussion of the contents of the letter by the Board, either the Chair or a appointed member of the Executive Board will be responsible for drafting a letter that reflects the opinions and concerns of the Board. The draft of the letter will be either sent through email or presented at the next AAA meeting or approval. Changes may be made to the draft, subject to the approval by the board.

Section 3.

Resolutions and letters must be approved by a 2/3 vote of the AAA Executive Committee.

Section 4.

The vote will be recorded on resolutions and letters as follows: 'the following AAA organizations were present and voted in favor of the above (resolution or letter):...'

Article VI. Calendaring

Section 1.

AAA will periodically hold calendaring meetings at which AAA member organizations will be responsible for updating their schedules of upcoming events and coordinating their programming with other member organizations. These meetings can coincide with the monthly Executive Committee meetings.

Section 2.

The AAA secretary will maintain a perpetual calendar of events. AAA members will be responsible for contacting the secretary when they reschedule, add, or plan an event.

Section 3.

If AAA organization have a scheduling conflict, they will be to resolve the conflict with mutual respect and to minimize any conflicts.

Article VII. AAA Retreat

The AAA Retreat is a crucial yearly event as it brings together the newly-elected leaders of the member groups on campus to strengthen the Asian-American community at Columbia. This event sets the tone for the entire year that these leaders must work together, and provides them with a strongly unified sense of purpose as they interact and discuss issues that: 1) concern the Asian American community and 2) enhance leadership skills. This retreat must essentially take place away from the distractions of campus for participants to focus in depth on the necessary workshops and issues for an extended length of time.

Section 1.

AAA will organize at least one Retreat each year.

Section 2.

Every AAA member organization president or representative should attend.

Article VIII. Asian American Unity Workshop

Section 1.

AAA will organize Asian American Unity Workshops to encourage openness and cooperation through day-long programs that may include the following: workshops, dinner, and/or social activities

Section 2.

The executive boards of all AAA organizations are encouraged to attend as well as all other interested members of the Columbia community. Each AAA organization should send at least three representatives.

Article IX. AAA Newsletter

Section 1.

The AAA Newsletter is intended to promote unity in the Asian American community at Columbia by serving as an organized calendar for events, and by publishing notices to increase awareness regarding current and pressing issues in the Asian American community.

Section 2.

The AAA newsletter is to be published weekly and distributed to the members of AAA and all AAA organizations via email.

Article X. AAA Umbrella Group - Organizational Requirements

Section 1. Monthly Presidents Meetings (Executive Committee Meetings)

The president of each affiliated organization is required to attend monthly presidents meetings held by AAA. Each semester there are four (4) presidents meetings, and the organization is allowed to miss one (1) meeting per semester. If the president is unable to attend because of scheduled meeting conflicts, the president may assign another board member to attend the meeting.

Section 2. Elections

All AAA affiliated organization must send two (2) members of their executive board to vote at the AAA executive board elections.

Section 3. Workshop attendance

Each affiliated organization is required to have at least three (3) executive board members attend AAA's annual workshop held at the beginning of either the fall or spring semester. The workshops are intended to focus on leadership skills and coalition building.

Section 4. AAA Co-sponsorship

Each affiliated organization must co-sponsor one (1) AAA event or have AAA co-sponsor one (1) of their events per year.

Section 5. AAA Affiliated Organization Co-sponsorship

Each affiliated organization must co-sponsor one (1) with another AAA affiliated organization or have another AAA affiliated organization co-sponsor one (1) of their events.

Article XI. AAA Responsibilities to Affiliate Organizations

Section 1. Financial Assistance

AAA will set aside at least \$1000 of its allocated budget for co-sponsorships with AAA affiliated organizations, of which \$500 is specifically for new initiatives between organizations who have not work together in the past.

Section 2. Performance Opportunities

Affiliated organizations have the opportunity to perform in CelebrAsian, the annual AAA culture show.

Section 3. Publicity

- a) Affiliated organizations can publicize events through AAA's newsletter and club website links. Only events thrown by or sponsored by affiliated organizations are included in the newsletter. And, only affiliated organizations will have access to the organizational listserv that can link to all AAA umbrella groups.
- b) Affiliated organizations are included in the informational brochure/packet that AAA distributes to incoming first years and new students about groups on campus.

Section 4. Alumni Network

Members of affiliated organizations have access to the AAA alumni network.