**AFRICAN STUDENT ASSOCIATION**

We, the African Student Association, motivated by a common goal to promote unity, collaboration and cultural identity of the African Students here at the University of South Dakota, firmly and solemnly reserve to unite members of this organization in promoting social, cultural, economic and professional development of its constituents.

**Article I: Name**

The name of this organization shall be “African Student Association,” hereinafter, referred to as “ASA.”

**Article II: Purpose**

ASA shall be a non-profit, non-political and non-religious organization that shall be democratic in structure and professional in nature, organized under the policies of the University of

South Dakota (USD). Its objectives shall be: https://lh3.googleusercontent.com/ff037lhUb27bxUXnFnLglihfXjgy7MQBb8tiLMXm1ncUWyfrBbP7uHqXrIfFm_xlGDc8Gb-e_LLhIyYGYSkwWzDja_KzsRTrlY1TIeIR1wWtP1-pI7A3eiZvAMbzYO_aKBkuZsq0owIxf1gU1A

1. To promote social, cultural, economic, and professional development among ASA members through regular meetings, seminars, workshops, cultural festivities and other activities as determined by the members of ASA.
2. To expand and enhance relationships including greater cooperation, networking and encourage people to openly communicate and take action for positive change among ASA membership and the USD community.
3. To engender the use of its resources to build a sound socio-economic, educational, cultural and other pertinent foundations beneficial to all ASA members and our host University (USD) and state, the state of South Dakota.
4. To complement other public efforts by supporting educational, social, recreational, environmental, and cultural enrichment activities that serve the needs and interests of USD community: children, youth, families, and seniors; and all students and alumni at USD.
5. To collect and distribute information about topics of interest to the African community and provide a public forum for members and non-members to express their opinions.

**Article III: Meetings**

ASA will abide by Robert’s Rules of Order for conducting meetings and voting.

1. The organization will hold bi-weekly meetings according to the agenda set up by the committee. Other meetings may be scheduled as necessary.

**Article IV: Membership**

A. General member

A general member that is active and in good standing is defined as one who attends a minimum of three (3) ASA meetings per semester and makes a genuine effort to participate in ASA sponsored events.

1. Membership shall be granted to all USD students. ASA will not discriminate in membership on the basis of race, color, creed, religion, national origin, ancestry, citizenship, gender, sexual orientation, age, or disability. All members must be of good character and agree to abide by the principles of ASA.
2. Membership is free with no application.
3. The member is encouraged to read the constitution of ASA, state a belief in the aims, objectives of ASA, and must provide a willingness to abide by the constitution, policies, resolutions and decisions of ASA.

B. ASA Committee member

1. Committee membership shall be granted to all students or faculty of USD or as may be designated from time to time by the committee members.
2. The committee members shall function as the Governing Board for the Organization and shall operate under a president who shall be elected by the voting members present.
3. A nominee for the committee members shall be a full member of ASA in good standing, with the exception of the first Board Election. A non-ASA member, including a faculty or alumni, may be elected to the Board, if in the opinion of the Board that such membership shall be in the best interests of the Organization
4. Committee members will be composed of not more than 15 elected members who shall manage the property and affairs of ASA. The Board may appoint up to two additional members for a term of one year to serve on special functions within the Association.
5. All powers and duties not specifically allocated to other bodies, or prohibited from it by the Constitution, are reserved for the Committee Members.
6. All decisions of the Committee Members are taken by a majority vote, with the exception of amendments to these by-laws, which shall require an affirmative vote of two-thirds (2/3) of the voting members present.
7. Special Membership

Non-USD students may have a special membership status representing the following constituencies, and may support through attending regular meetings, programming, and events.

1. Founding Members: Paying homage to the founders of ASA we recognize the special contributions of these individuals.
2. Faculty/ Staff: USD faculty and staff may support ASA as special members.
3. Alumni/ Community: Alumni of USD and community members may support ASA as special members.
   1. Advisor
4. ASA shall select a USD faculty or professional staff member to serve in an advisory capacity to the committee and general membership.
5. The advisor shall be knowledgeable of USD and South Dakota Board of Regent policies, working with the committee to stay in compliance.
   1. Graduate Advisor
6. ASA shall select a current USD graduate student that will serve in an advisory capacity for the organization.
7. The Graduate Advisor will work closely with the executive board and Faculty Advisor to make suggestions for the organization.
8. Additionally, this person will be responsible for outreach and recruitment of other graduate students to participate in ASA.
   1. Suspension
9. Any form of harassment or discrimination towards members will not be tolerated. This will lead to suspension for a length of time determined by the ASA Committee.
10. Any member found violating this conduct will be given one written warning prior to his/her suspension.
11. Two suspensions within one academic year will result in expulsion.
    1. Expulsion

Any member may be expelled, after due notice and an opportunity for a hearing, for conduct detrimental to the Association, by the vote of two thirds (⅔) of the Committee members. The Secretary shall provide at least ten days’ notice to the person to be expelled and to the members of the committee prior to the regular or special meeting at which the matter is to be resolved. The person shall be offered an opportunity to be heard at that meeting and to present others to testify in his or her behalf, prior to any final disposition by the committee to register in support of the objectives stated in the by-laws.

1. The member’s expulsion will result from two (2) suspensions within one academic year
2. The result of an action deemed subject to expulsion by the ASA committee and the advisor.

**Article V: Voting**

Section I: Voting Rights

1. Only active ASA members who are current USD students shall be entitled to one vote by anonymous ballot in the election of members to the committee.
2. Only active ASA members who are current USD students will be considered for an executive position.
3. All decisions presented for a vote before the Committee shall be decided by a simple majority vote.
4. Members shall not vote by proxy at any meetings.

Section II: Rights to hold Office

Each active ASA member of at least 18 years of age and in good standing is entitled to run for a position on the Committee under the procedures established by the constitution, and if elected, to run for any office of the Association.https://lh4.googleusercontent.com/_sQzVyYVYiXgGDF5FNTpMso_gYYPHSZzs7fE4rtCQJlpSVoxEIia5FoDSZMgXfqjynta5IVbq-Z8u32AE33VDJ0_O6qnwB6xuOBY2nq8ff3If3D9xlPIjIzuQKm96QNmGgfnNsvcpKqQr6qYvg

Section Ill: Election of Committee members

1. Committee members shall be elected by members present at the Election Meeting to a term of one academic year in a direct anonymous ballot.
2. Elected committee members of ASA shall consist of, but not limited to, the President, Vice President, Secretary, Treasurer, Financial Secretary, and Public Relations Officer, Community Events & Engagement Coordinator.
3. Committee members appointed at the Election Meeting serve for one academic year with their term expiring following the Election Meeting of the next year.
4. Committee members may not succeed himself/herself for an indefinite number of terms.
5. Committee members may only hold their position for one (1) academic year. Following the term, the member may serve a second term with the same position if re-elected by majority vote the ASA members.
6. Following two terms, a member may not be re-elected for the same position for a third term. The member may be appointed for another position, if elected by the majority vote by the ASA members.
7. When a position is vacant due to resignation or expulsion of a member, the Committee members shall appoint a member to serve the remainder of the one-year term.

Section IV: Balloting

1. Voting shall be conducted by anonymous ballot casting. A simple majority shall determine the winner to hold that office.
2. Acclamations shall only be accepted when there is only one (1) candidate for the position.
3. Absentee ballots will not be accepted. Members must be present at the election to vote.
4. IF a candidate does not win in one category of office he or she has the right to be considered for another position.
5. Elections for each position will be held one at a time.

Section V: Powers and Duties of the Committee members

1. To recommend revisions to the Association’s by-laws, rules or regulations.
2. The power to terminate ASA's President is vested in the Committee members. Such action shall require an affirmative vote of two-thirds (2/3) of all committee members.
3. The Committee members are responsible for upholding the Organization to its purpose, as stated in Article II.
4. Any two members of the Committee may call an emergency meeting two (2) business days in advance, when deemed necessary and must specify the agenda for the meeting.
5. The Committee members may form any number of ad hoc (temporary) committees with such duration determined and directed by the Committee. Such committees shall report directly to the Committee members.
6. No material may be published, transmitted or disseminated by general members without prior approval of the Committee members or a committee designated by it.https://lh5.googleusercontent.com/PMefgWdMtjIC_9uXDKey4YMeAzlYHaoXQzLIjXyzfCOYU-QYSA0tmoxj3__e6OGCX47Ki-MPE4TY26npqnFN7LAyRruypgylGSRrpgS4lzggzGH4m7WpY521GgPbwOgg3E7LXqRRICXnmf0h1ghttps://lh6.googleusercontent.com/2u_gwj7OvCoRuAMs1oOUmJABcdMcq5-oDNcu6dAm0EH7YFBg8RsM0zQhZpt6Cs6Ku2InkrIFWarSC7iz__h7GKoz-wR8Bq-dTACHgm8aqPyqbsnnlN-nYsBOlZwumirnLnFsmt24igk0qXp3Vw
7. The Committee members shall recommend committee guidelines and operational directives by which all committees shall be governed.
8. Any official of ASA may be removed from office if it is determined by the Committee members that he/she engages in activities that are deemed detrimental, inimical or prejudicial to the interest of ASA. Such action shall require an affirmative vote of two-thirds (2/3) of the voting members present.
9. The President shall issue a written warning to the official that fails to attend three successive meetings without a valid reason and/or prior notice. If he/she still fails to https://lh3.googleusercontent.com/LbdwlxctH5VvoikOR-enm17XXRZDpdJGq4pB1HcUOnYgLNqpRHw5sa59QGKIwNQW_X35KExEytDouE4K6RJctOnlsfcXU6WAnhs21mBty3hOyJtwmFi3waXCTK57qOJtzaiU2BSlSiky_j2kLQattend the meeting following the issuance of such notice, he/she shall be automatically relieved of his/her post.

https://lh5.googleusercontent.com/VF9_ziB30biSjZoOW7sbG6vaeRUItEKi9Hqe4xhXMDANW6xhI1SVk2-Dj8Oje1EyW4stt0fUPpoyvy2sY9gtQ6l-eepdtocYu2Aw0abLno7CiuYA_ig4Pvs511HiHDw9GcW9v6DkUKsqnvDBdg

Section VI: Offices and Responsibilities within the Committee https://lh3.googleusercontent.com/ff037lhUb27bxUXnFnLglihfXjgy7MQBb8tiLMXm1ncUWyfrBbP7uHqXrIfFm_xlGDc8Gb-e_LLhIyYGYSkwWzDja_KzsRTrlY1TIeIR1wWtP1-pI7A3eiZvAMbzYO_aKBkuZsq0owIxf1gU1A

A. Presidenthttps://lh3.googleusercontent.com/LbdwlxctH5VvoikOR-enm17XXRZDpdJGq4pB1HcUOnYgLNqpRHw5sa59QGKIwNQW_X35KExEytDouE4K6RJctOnlsfcXU6WAnhs21mBty3hOyJtwmFi3waXCTK57qOJtzaiU2BSlSiky_j2kLQ

1. Presides over Annual General Meetings and all other ASA meetings, with the exception of Sub-Committee meetings.
2. Prepare an agenda with the Secretary for each Annual General Meeting and other meetings of the Organization other than the Committee members' meetings
3. 3.Monitors and ensures adequate implementation of all resolutions and recommendations of the Annual General Meeting.
4. Along with any other authorized officer(s), shall sign all deeds, titles and other documents concerning ASA business.
5. Initiate disciplinary action against any member who violates Association policy.
6. Make appointments in case of vacancies, with the approval of the executive organ.
7. Shall approve, in consultation with the committee, all financial transactions.
8. Shall appoint a Committee Chairperson to head each Committee of the association as the President may deem necessary.

B. Vice Presidenthttps://lh5.googleusercontent.com/kkp2CpkAcSSv7Pcu7iwRG9DuruTSLi2CjyXOblg1KAcXsKPkhTCRUNagcCQwdqDhztqAVvUL7zyEJa7XBGhA_c75i96XOAeEkNB2XawKem_fdvMwsyI-EOcu-40mk3BMkIFvTIUcTus3uEPY6Qhttps://lh3.googleusercontent.com/Voy1HgCq7KJ5kKkv_-x_u2E51DmQ4Npm_CiGq1k1TAVkTWkHZqHr1cAvR8lad84qMAjXKhXXZ3-4E0_RXfAnYdqj1QkE9uwp1Gz8krQ_BOyjqGcaxQwyd79kJLpN-iLNnPcaQVnTkH1rMevLWw

1. Assist the president in all matters pertaining to the activities of ASA.
2. Perform the role of the president whenever the president is unable to.
3. Perform functions as assigned by the committee, the president and ASA.
4. Assume the presidency in case of vacancy due to abdication by the president. Such an assumption of presidential responsibility shall be limited to the term of office of the https://lh5.googleusercontent.com/PMefgWdMtjIC_9uXDKey4YMeAzlYHaoXQzLIjXyzfCOYU-QYSA0tmoxj3__e6OGCX47Ki-MPE4TY26npqnFN7LAyRruypgylGSRrpgS4lzggzGH4m7WpY521GgPbwOgg3E7LXqRRICXnmf0h1gpresident.

C. Secretary

1. Record and maintain all the minutes of the meetings of ASA in a language chosen by a unanimous voice of all voting members or in English.
2. Shall be the custodian of the Corporate Seal and all other ASA records and documents.
3. Responsible for sending meeting notices in writing or other medium to appropriate persons in a timely fashion and shall handle all correspondence required for conducting official business.
4. Treasurer
5. Shall collect dues (annual membership, monthly contributions and others) and maintain an up-to-date financial account in the name of ASA with accredited financial institutions.
6. Shall be the custodian of all funds/assets of ASA and shall oversee all ASA income and expenditures and shall maintain a record of all receipts and expenses.
7. Shall enforce all financial policies of ASA.
8. Provide receipt and disbursement of funds as approved by the president and / or committee.
9. Present financial reports to Association in Newsletters, committee meetings and especially during the annual meeting.
10. Shall suggest ways of fundraising for the association.
11. Financial Secretary
12. Shall keep separate record from that of the Treasurer on all monetary transactions conducted by the association.
13. Shall initiate discussion on questionable financial transactions
14. Assist in reporting financial situation of Association in all meetings.
15. Shall outline plans for raising funds for the Association.
16. Shall be authorized access to the Association financial banking records for the sole purpose of ensuring accuracy of financial records and the monetary situation of this organization.
17. Shall not have approval or disapproval powers on any financial matters.
18. Public Relations Officer
19. Public Relations Officer shall plan and develop press and outreach projects that shall meet ASA's needs and shall organize, and improve ASA public image within the State of
20. South Dakota.
21. Public Relations Officer shall promote the Association and its programs among the general public and keep the membership informed of the policies, issues, programs and activities of the Association.
22. Coordinate any and all activities between the association and other friendly or other organizations which seek to attain similar goals as this association.
23. Assist in coordinating activities or assignments specified by the president/committee for the association, committee and other members.
24. When invited, shall attend meetings of other USD student's organization on behalf of the Association. In such meetings he/she shall serve only as an observer/member of this Association's committee. He/she shall not participate in making decisions for thishttps://lh3.googleusercontent.com/LbdwlxctH5VvoikOR-enm17XXRZDpdJGq4pB1HcUOnYgLNqpRHw5sa59QGKIwNQW_X35KExEytDouE4K6RJctOnlsfcXU6WAnhs21mBty3hOyJtwmFi3waXCTK57qOJtzaiU2BSlSiky_j2kLQAssociation without prior consultation with the president or committee.
25. Shall solicit appropriate media for informing members and non-members of Association-related activities.
26. Shall advertise activities of the Association
27. Community Events & Engagement Coordinator
28. Shall be responsible for working collaboratively with other USD and community organizations
29. Shall scout for volunteer opportunities and other opportunities that encourages ASA’s involvement on campus and community giving our board and regular members experience around USD.
30. Shall be responsible for philanthropic/fundraising opportunities, like the ASA Book Drive.
31. Shall be responsible for ensuring that the venues for the upcoming events/meetings are set up in order for the events to run smoothly.
32. African Night Celebration Coordinator
33. Shall be responsible for the planning, implementation, communication, and committee work for the annual Africa Night Celebration.
34. Additionally, the coordinator must create committees and work with them to organize committee assignments and follow through for a successful event.
35. Lastly, the coordinator must update the executive board regularly on plans for all things related to the annual celebration and upcoming events.
36. Their tenure will start in October and will end in May of the academic year.

**Article VI: Meetings, Regulations, and Procedures**

Section I: Meetings

1. Annual General Meeting & Monthly General Meeting
2. A meeting of all ASA members of the Association shall be held monthly at a prescribed time and place. A courtesy notice will be given a week prior to the meeting by email.
3. At the monthly meeting, there shall be a business session which shall include minutes from the previous meeting by the Secretary, financial report by Treasurer, special reports if any and any unfinished and new business as detailed in order of business in Section II below.
4. Committee Meetings
5. A meeting of committee members of the Association shall be held as needed at a prescribed time and place, with a minimum of 15 days’ notice. The duration of each meeting shall be ninety minutes.
6. Special Meetings of all members
7. A minimum of 1/3 of "Full Members" have the right to call a special meeting of members through the Committee members with at least a 15-day notice. Such a body shall have the same power as vested in the committee meetings with the presence of no less than 1/3 of https://lh3.googleusercontent.com/b84QPC8-jfpqwdMU41ZtjG-iXb8WWZLlKq84fypFCu-xu7xErG7E_N_mFXgaTRtGNAbvF2XkgQMTkxnWqqg3GTPO6Xavf3hA6EgJ4lMMB0GFx_tWjkLmDfm2n4-lSLCq972WvV9BEVmfF3Lu0wthe full members.
8. Emergency Meeting
9. An emergency meeting of the Committee members may be called at the request of any two members of the Governing Board.
10. Special meeting members of a Sub-Committee
11. Each committee member on special assignment may individually decide the frequency of its meetings, based on the nature and/or urgency of the work entrusted to it.

Section II: Quorum

1. Any 1/3 of the voting members shall constitute a quorum and shall superintend and conduct the business of ASA.

Section II: Order of Business https://lh3.googleusercontent.com/ff037lhUb27bxUXnFnLglihfXjgy7MQBb8tiLMXm1ncUWyfrBbP7uHqXrIfFm_xlGDc8Gb-e_LLhIyYGYSkwWzDja_KzsRTrlY1TIeIR1wWtP1-pI7A3eiZvAMbzYO_aKBkuZsq0owIxf1gU1A

The order of business for meetings of the Committee members shall be as follows:

1. Call to Orderhttps://lh3.googleusercontent.com/b84QPC8-jfpqwdMU41ZtjG-iXb8WWZLlKq84fypFCu-xu7xErG7E_N_mFXgaTRtGNAbvF2XkgQMTkxnWqqg3GTPO6Xavf3hA6EgJ4lMMB0GFx_tWjkLmDfm2n4-lSLCq972WvV9BEVmfF3Lu0w
2. Roll call of members
3. President's Report
4. Minutes of the previous meeting
5. Treasurer's Report
6. Standing Committee Reports
7. Communications
8. Old Business
9. New Business
10. Adjournment

Section III: Resignation

1. Every member has the right to resign, as he/she had joined voluntarily, without necessarily being obligated to give the reasons for his/her resignation.
2. No member shall be readmitted more than once after he/she has resigned from the group.

Section IV: Disciplinary Action

1. No committee members shall be liable in any manner for any debts or obligations of the Association and shall not be subject to any manner of assessment by virtue of his/her membership.
2. Penalties shall be applied by two-thirds (2/3) affirmative vote of the Committee https://lh6.googleusercontent.com/j-1FH8-vcgmP1Jocz3JfMxSfv4imhxHkINtLqEw4YinYg-UGRsq8PAssT7CbEayYixR983G0GGE2R-gAs2rWDMTxjTLPcK2DO5riki7wv_royx3-jA3fhWzh6MKq7Q2ErHcOD9eY9lhPzpCeewmembers. Penalties are enforced only after giving the member the right to defend himself/herself.
3. Penalties shall be applied against any member who deliberately violates or fails to abide by the By-laws of ASA or if it is determined by the Committee members that he/she engages in activities that are deemed detrimental, inimical or prejudicial to the interest of ASA. Such action shall require an affirmative vote of two-thirds (2/3) of the voting members present.https://lh5.googleusercontent.com/PMefgWdMtjIC_9uXDKey4YMeAzlYHaoXQzLIjXyzfCOYU-QYSA0tmoxj3__e6OGCX47Ki-MPE4TY26npqnFN7LAyRruypgylGSRrpgS4lzggzGH4m7WpY521GgPbwOgg3E7LXqRRICXnmf0h1g
4. If a penalty is being considered against a member, the member concerned shall have no right to vote.
5. Penalties shall be implemented in the following sequence: (1) Notice, (2) Warning, (3) Suspension and (4) Expulsion, notwithstanding any legal action.
6. Any member using ASA funds, property or stationary items for personal interest shall face immediate expulsion by the Committee members, notwithstanding legal action.
7. An expelled member shall have the right for redress.