



ASIAN PACIFIC AMERICAN STUDENT ASSEMBLY

CONSTITUTION

Updated: September 11, 2014

PREAMBLE

We, the Asian Pacific American Student Assembly (APASA) of the University of Southern California (USC), shall be the representative voice of our member organizations and the undergraduate Asian Pacific American student body at large. We shall be a deliberate, consultative, and supportive body to our constituents.

We will facilitate interaction between our member organizations and other Asian Pacific American undergraduate students, as well as that of the student body of USC and the administrative offices of the University.

Let it be known henceforth that this Assembly establishes this Constitution to achieve the aims of the Assembly.

ARTICLE I - PURPOSE OF THE ASSEMBLY

Section 1: Name

- a) The official name of the Assembly shall be the Asian Pacific American Student Assembly at the University of Southern California.
- b) This organization will use this name or its acronym APASA in all publicity material and correspondence.

Section 2: Aims of the Assembly

- a) To act as a vehicle for expressing Asian Pacific American student concerns and interests to the University community.
- b) To strengthen the leadership of our constituents.
- c) To initiate an interactive dialogue with the broader University community as a whole.
- d) To promote cultural and educational exchange among all students and faculty of the University and to extend and enhance educational experiences at USC.
- e) To provide a comfortable learning environment for all USC students.
- f) All Assembly-sponsored activities shall reflect these aims.

Section 3: Affiliations

- a) APASA is under the jurisdiction of the University of Southern California.
- b) APASA is under USC Program Board, Division of Undergraduate Student Government.

Section 4: Terms and Definitions

- a) APASA: Asian Pacific American Student Assembly
- b) Assembly: The collective of the Executive Director and Executive Board, who are both elected and appointed, and the General Assembly.
- c) General Assembly: The collective of all voting member organizations.
- d) Member Organization: An organization that represents an ethnic or national identity of a USC community through culture. An APASA member club shall not represent any religious *or* partisan interests.
- e) Plural Majority: The greatest number of votes.
- f) Students: Any undergraduate student currently enrolled at the University of Southern California
- g) USC: University of Southern California
- h) University: University of Southern California
- i) Voting Member: An APASA member organization in good standing with APASA regulations that has the privilege to vote, whenever it is called upon in General Assembly meetings.

ARTICLE II – POWERS OF THE ASSEMBLY

The Assembly consists of the Executive Director and Executive Board who are both elected and appointed, and the General Assembly.

The Executive Director

Section 1: Election of the Executive Director

- a) The Executive Director must run as a slate with a pre-determined Assistant Director.
- b) The Executive Director shall be elected by the General Assembly no later than six (6) weeks before the last day of the scheduled classes for the Spring Semester.
- c) In order to be considered eligible for the position, one must be an undergraduate USC student enrolled full-time for the upcoming school year and be in good standing with the University.
- d) The election must be voted by the plural majority of the General Assembly.
- e) Procedure
 1. Applications are given out nine (9) weeks before the last day of the scheduled classes for the Spring Semester. Applications are due seven (7) weeks before the end of the Spring Semester.
 2. Speeches and elections are done six (6) weeks before the end of the Spring Semester.
 3. Following the delivery of speeches, eligible voting members will come to a conclusion as a single board and submit their votes via online survey.
 4. In the case that a candidate for Executive Director or Assistant Director can no longer fulfill the position, and there were originally more than two slates, there shall be a second voting period on the remaining slates that follows the guidelines outlined above.
 - a. In the case that there are no longer any slates able to fulfill the positions, new candidates may submit their applications to the Program Board Executive Director.

Section 2: Duties of the Executive Director

- a) To act as the Chief Executive Officer of APASA.
- b) Responsible to the Assembly and to Program Board's Executive Director.
- c) To act as the spokesperson for the Assembly.
- d) To appoint the *non-elected* executive board members.
- e) To moderate and preside over Executive Board and General Assembly meetings.
- f) To uphold the rules and regulations of the Executive Board for which they are duly responsible.
- g) To recommend amendments to the constitution, which are then voted on by the General Assembly.
- h) To act as a liaison between the University Administration and APASA member organizations.
- i) To make him/herself available to all by holding regular office hours of twelve (12) hours per week as a minimum.
- j) To report to weekly Program Board meetings.
- k) Responsible for upholding the finances of APASA.
- l) The Executive Director cannot hold any positions in member organizations within APASA.
- m) Meets weekly with the Graduate Advisor.
- n) Meets weekly with Asian Pacific American Student Services.
- o) Meets monthly with the Asian Pacific Alumni Association Board of Directors.

Section 3: Term of Executive Director

- a) The Executive Director will hold office for one (1) year starting from the date after Commencement in the year elected until commencement of the next academic year.
- b) The Executive Director cannot run for any office of APASA after his or her term has ended.

Section 4: Impeachment Procedure

- a) An investigation procedure must be preceded by a written request with full explanation of reasons for impeachment.
- b) An investigation into Executive Director malfeasance may be held upon request of the majority of the General Assembly members.
- c) An investigation committee shall be formed of at least two (2) APASA General Assembly representatives and the Graduate Advisor within a week after the request.
- d) The investigation committee must deliver the result of the investigation and a recommendation on paper shall be represented to the General Assembly in no more than fifteen (15) days after the formation of the investigation committee.
- e) In a special meeting, the removal of the Executive Director must be decided by the plural majority of the General Assembly.
- f) In the same special meeting, the Assistant Director must decide if he/she will take position of Executive Director for the rest of the term. If he/she decides to take the position, he/she must be approved by the majority of the General Assembly. If the Assistant Director decides not to take the position, a special election must be held immediately.
- g) The special election is run by either the Finance Director or Events Coordinator. Rules and regulations are to be applied. Decision on a new Executive Director must be made fourteen (14) days after the special meeting.

The Executive Board

Section 1: The Overall Duties of the Executive Board shall:

- a) Coordinate all APASA activities.
- b) Encourage and, as requested, recommend Asian Pacific American student representation on various campus-wide, decision-making bodies at the University.
- c) Act as a liaison between the University administration and the General Assembly.
- d) Act as a liaison between other campus organizations and off-campus organizations.
- e) Attend all Executive Board and General Assembly meetings.
- f) No officers of the Executive Board can simultaneously be the President of any member organizations within APASA.

Section 2: Elected Executive Board Positions

Elections of these positions happen simultaneously with the Executive Director. Rules and regulations for Executive Director also to apply to these positions.

- a) Assistant Director
 - 1. Assists Executive Director in event production and administrative work.
 - 2. Creates and implements formal executive board rules and protocols.
 - 3. To make him/herself available to all by holding regular office hours of four (4) hours per week as a minimum.
 - 4. To report to weekly Program Board meetings.
 - 5. Meets weekly with the Graduate Advisor.
- b) Finance Director
 - 1. Manages APASA finances.
 - 2. Reports to General Assembly about finances biweekly.
 - 3. Main contact between Executive Board and any funding proposals.
- c) Events Coordinator
 - 1. In charge of planning and execution of APASA traditional programs and Asian Pacific American Heritage Festival events at USC.
 - 2. Responsible for the preliminary organizing of new APASA non-traditional programs in creation.
 - 3. Creates preliminary event execution plans and presents to the executive board for further review and development.
 - 4. Maintains list of event brainstorms for reference and evaluation by the executive board and the assembly, if needed.
 - 5. Responsible for facilitating communication between member organizations, interns, and APASA e-board in preparation for Heritage Festival.

Section 3: Appointed Executive Board Positions

The appointed positions are selected by the Executive Director and the other elected positions.

- a) Communications Chair
 - 1. Records weekly minutes and attendance at Executive Board and General Assembly meetings.
 - 3. Sends weekly emails to General Assembly about meetings and events.
 - 4. In charge of maintaining APASA general listserve and database by collecting rosters from the General Assembly.
 - 5. Responsible for creating guest lists for events in which a reservation is preferred.
 - 6. Additional duties may be assigned at the discretion of the Executive Director.
- b) Publicity Director
 - 1. Organizes and implements campus-wide campaign to disseminate information about APASA and its events, including, but not limited to: flyering; outreach to organizations inside and outside APASA (with assistance of Community Chairs and Communications Chair), professors, and USC departments; posting events on the USC Arts/Events Calendar, USC Campus Activities Calendar, and myUSC; reserving space on electronic kiosks, bench ads, and window displays; Facebook, etc.
 - 2. Additional duties may be assigned at the discretion of the Executive Director.
- c) Community Chair – External
 - 1. Reaches out and maintains contact with off-campus APA community
 - 2.. Responsible for identifying community service events for member organizations.
 - 3. Presents recommendations regarding the rights, needs, and interests of the Asian Pacific American students at USC. These recommendations can be presented at Assembly meetings or through programming efforts.
 - 4. Additional duties may be assigned at the discretion of the Executive Director.
- d) Community Chair – Internal
 - 1. Main contact between non-member organizations and other sources on campus, to include Asian Pacific American Student Services and Asian Pacific Alumni Association.
 - 2. Responsible for identifying community service events for member organizations.
 - 3. Presents recommendations regarding the rights, needs, and interests of the Asian Pacific American students at USC. These recommendations can be presented at Assembly meetings or through programming efforts.
 - 4. Additional duties may be assigned at the discretion of the Executive Director.
- e) Recruitment Director
 - 1. Responsible for structuring the committee program and internship program.
 - 2. Helps facilitate the planning of at least one intern event.
 - 3. Holds meetings with the interns outside Executive Board meetings and General Assembly meetings.

4. Evaluates intern performance regularly throughout the program and revoke their intern position if necessary (eg. not fulfilling their duties).
5. Additional duties may be assigned at the discretion of the Executive Director.
- f) Historian/Webmaster
 1. Responsible for recording events through visual means (photos, video, etc.)
 2. Responsible for maintaining the APASA website, in cooperation with the Communication Chair.
 3. Responsible for creating a slideshow presented at the End-of-the-Year Banquet.
 4. Additional duties may be assigned at the discretion of the Executive Director.
- g) Advocacy Chair
 1. Responsible for discovering outside political and advocacy organizations, particularly Asian Pacific American issues, for APASA academic/political events
 2. Facilitates contact between the outside organization and the APASA executive board
 3. Operates in conjunction with Events Coordinator in regards to advocacy-related events
 4. Additional duties may be assigned at the discretion of the Executive Director.
- h) Procedure
 1. Applications are given out seven (7) weeks before the last day of the scheduled classes for the Spring Semester. Applications are due five (5) weeks before.
 2. Applicants must first pass through an application screening process before being interviewed by the Executive Director and other elected positions.
 3. Selections are done four (4) weeks before the last day of scheduled classes for the Spring Semester.

Section 4: Additional Positions

The Executive Director, Assistant Director, Events Coordinator, and Finance Director have full discretion to add any new positions during Appointment period.

Section 5: Term of Elected/Appointed Positions

- a) Elected/Appointed board members will hold office for one (1) year starting from the day after commencement in the year elected until commencement of the next academic year.
- b) One cannot run for two elected positions simultaneously.
- c) No executive board member may hold office for more than two (2) consecutive years in the same position.

Section 6: Removal of Appointed Positions

- a) The elected board members may remove any appointed board position if the position-holder does not fulfill his or her duties and obligations as outlined in the APASA Constitution.
- b) The elected board must unanimously agree to the removal and notify the General Assembly at the next occurring assembly meeting regarding the new position vacancy

Section 7: Vacancies

Should a vacancy in office occur, there will be an election for elected positions and appointment period for appointed positions.

- a) For elected positions, applications will be opened up again. In order to be considered eligible for the position, one must be an undergraduate USC student enrolled full-time for the upcoming school year and be in good standing with the University.
- b) The election must be voted by the plural majority of the General Assembly.
- c) Procedure
 1. Applications will be given out.
 2. Speeches and elections are done.
 3. Following the delivery of speeches, eligible voting members will come to a conclusion as a single board and submit their votes via online survey.
- d) For appointed positions, the elected executive board will appoint an applicant to the vacant office by either taking from the pool of former applicants or opening up the applications again.
- e) Procedure
 1. Applications will be given out.
 2. Applicants must first pass through an application screening process before being interviewed by the Executive Director and other elected positions.
 3. The Executive Director and other elected positions will appoint an applicant to the open position.
- f) The Executive Director must fulfill the duties of a vacant board position until it is filled either temporarily or permanently, unless the Executive Board deems that the position need not be filled.

ARTICLE III – THE GENERAL ASSEMBLY

Section 1:

This General Assembly shall consist of one representative from each approved organization within APASA. They will be considered as voting members of APASA.

Section 2: Responsibilities of Assembly Members

The responsibility of each Assembly member is:

- a) To act as a liaison between APASA and the member organization.
- b) To attend all Assembly meetings. In case an assembly member cannot attend a meeting, one must send an alternate representative from their organization.
- c) To review and approve budget proposals submitted by member organizations.
- d) To review and vote upon membership in APASA.
- e) To actively encourage participation in APASA-sponsored events.

Section 3: Membership

All APASA voting members shall be representatives of APASA affiliated organizations that have fulfilled the following requirements:

- a) Represent a culture-based organization specializing in ethnic and national identity, without a religious or partisan base.
- b) Being recognized and approved by the Office of Student Activities, a division of Student Affairs at USC. (They must turn in a copy of their recognition letter to APASA as proof).
- c) Being an organization in good standing which includes participation in APASA events, attending all meetings, and complying with APASA's constitution and bylaws.
- d) All organizations within APASA are subjected to a review by the Executive Board to ensure the proper demeanor of each member organization.

To ensure the member organization is complying with APASA regulations, the Executive Board is:

- a) To investigate, aid, and address the difficulties that might arise in each member organization.
- b) To produce a recommendation to the General Assembly at the end of the school year.
- c) The recommendation shall be available upon the request of the majority of voting members.
- d) Recommendations can be used as an indicative reference in budget proposals.

Section 4: Application to APASA

To apply for membership into APASA, an organization must:

- a) Experience a probation period of one (1) semester, starting from the beginning of application process, as a non-voting member. Documentation of organization's involvement on campus is required.
- b) Apply to Discretionary Board for start-up funds, if organization is new to campus.
- c) Organization must fill proper forms for recognition with the Office of Student Activities.
- d) Review will be made at the end of probation period. Admission must be approved by a plural majority of the General Assembly. If admitted, membership applies for the next semester.

Section 5: Expulsion from APASA

The Assembly may propose to eliminate clubs from APASA by a majority vote if the club:

- a) Remains inactive for two consecutive academic semesters, or
- b) Misses more than 4 Assembly meetings in one academic semester
- c) In the event that a club is expelled from the Assembly, the club can reapply for admission after one (1) semester.

Section 6: Voting

- a) The procedure on voting shall be by secret ballot in the General Assembly and all special meetings.
- b) A plural majority vote shall determine the outcome of an election, program proposals, new membership, and other issues unless in the cases of impeachment of an Executive Board elected member, and for constitutional amendment.
- c) Member organizations and Executive Board members each have one (1) vote in all voting matters concerning partisan Executive Board members. Those members shall abstain from voting.
- d) The APASA interns will have one (1) collective vote during elections.
- e) A member organization shall lose its voting rights if it accumulates three (3) or more absences during the semester. Absences are defined as not sending a representative to General Assembly meetings.
- f) In order to have voting privileges restored, the member club must attend six (6) consecutive meetings.

ARTICLE IV- MEETINGSSection 1: The General Assembly meetings shall be held:

- a) On a weekly basis, or in accordance to the Executive Board.
- b) On Mondays at 6:00pm, unless there is a cancellation of the meeting by the Executive Director.
- c) Shall be open to all students, faculty, and administration.

- d) Agenda is set by the Executive Director and approved by the Executive Board

Section 2:

Special meetings shall be called for amending the constitution, impeachment of the Executive Director or elected Executive Board members, and special events.

Section 3:

The Executive Board shall hold an Executive Board meeting once a week, unless there is a cancellation of meeting by the Executive Director.

ARTICLE V - GRADUATE ADVISOR

The consent of the Graduate Advisor will be required for any event or activity the Assembly wishes to sponsor. The Graduate Advisor is designated by the beginning of the school year by Program Board.

ARTICLE VI- FINANCES

Section 1: Sources of Funds

- a) APASA's funds are allocated from Program Board, a division of the USC Undergraduate Student Government, which in turn, received its funding out of the Student Programming Fee, collected from each full-time undergraduate student at the time of registration.
- b) Funds can also be obtained through fundraising activities organized by member organizations or the Assembly.

Section 2: Use of Funds

Funds will be allocated to voting member organizations according to the following requirements:

- a) The program must be designed primarily for the University community.
- b) The program must have a cultural, educational, or social theme, without reference to political or partisan issues.
- c) All programs must abide by the goals, purposes, rules, and regulations of APASA's constitution and be in harmony with all student organization guidelines as contained in the most recent issue of SCampus.

Section 3: Losing Funding Rights

An APASA affiliated organization shall lose its rights to APASA funding upon being designated on probation.

Section 4: Procedure of Funding

APASA affiliated organizations need to complete the following procedures and meet the following deadlines to be approved funding:

- a) Fill out the proper Funding Proposal Application and turn it into the Executive Director six (6) weeks prior to the event.
- b) Meet with the Executive Director and Finance Director to discuss the proposal five (5) weeks prior to the event.
- c) Present and submit the proposal to the Assembly for voting four (4) weeks prior to the event.
- d) If the proposal is approved, APASA will allocate the funds to the appropriate vendor.

Current Members of the Assembly Include:

Asian American Business Association (AABA)
 Asian American Tutorial Project (AATP)
 Asian Pacific American Medical Student Assembly (APAMSA)
 Beta Omega Phi
 Chinese American Student Association (CASA)
 Delta Phi Kappa
 Gamma Epsilon Omega
 Haneulsori
 USC Hawaii Club (Hawaii Club)
 Kazan Taiko
 Korean Student Association (KSA)
 Sigma Phi Omega
 South Asians Rural Student Aid (SARSA)
 Southern California Indo-Americans (SCIA)
 Southern California Nikkei Association (Nikkei)
 Student Coalition for Asian Pacific Empowerment (SCAPE)
 Taiwanese American Organization (TAO)
 Traditional Chinese Dance (TC Dance)
 Troy Philippines (Troy Phi)
 Vietnamese Student Association (VSA)

