

**THE CONSTITUTION
OF
THE ASSOCIATION OF AFRICAN-AMERICAN STUDENTS**

ARTICLE I- Name

The name of this organization shall be the Association of African American Students (hereafter referred to as AAAS), and shall be on the campus of DePauw University.

ARTICLE II—Objectives

The objectives of the AAAS shall be:

- a. To promote a sense of empowerment through which African-American students can explore their academic and social identities.
- b. To provide and support activities that promote cultural awareness and social interaction among African-American students.
- c. To encourage a commitment to unifying the African-American campus community.
- d. To assist in the development of African-American potential in all areas.
- e. To insure the protection and well-being of all African-American people.
- f. To instill a sense of social responsibility in all African-American students.
- g. To educate the entire campus community on many aspects of African American culture.
- h. To encourage a commitment to unifying students of the DePauw community.

ARTICLE III – Membership

Section 1. Membership is open to any student of DePauw University

Section 2. Voting privileges shall be conferred upon those individuals who have satisfied one of the following conditions:

- a. Cumulative attendance at $\frac{3}{4}$ of all regular meetings during the current semester, or
- b. Cumulative attendance at $\frac{1}{2}$ of all regular meetings and $\frac{1}{2}$ of all AAAS events during the current semester, or
- c. Attendance at one-half of all regular meetings during the semester in which the individual is enrolled, provided the individual is going to be off- campus during the other semester.
- d. The Secretary shall hear any and all disputes concerning voting privileges.

ARTICLE IV--Executive Board and Officer Duties

Section 1. The Executive Board of the AAAS shall consist of the President, Vice President, Secretary, Treasurer, Social Events Coordinator, Educational Events Coordinator, Public Relations Coordinator and Parliamentarian.

- a. The Executive Board has the power to act in all cases where the General Assembly cannot be assembled.
- b. The Executive Board is not empowered to amend or alter the constitution of the AAAS.
- c. Any Executive Board Member can create a committee at their own discretion.
- d. All Executive Member must attend all AAAS Meetings and AAAS Functions.
- e. The Executive Board must have a positive representation at all times.

Section 2. The duties of the President shall consist of:

- a. To act as chair of the AAAS General Assembly and the Executive Board.
- b. To serve as a spokesperson for AAAS.
- c. To oversee all administrative actions of AAAS.
- d. To act on AAAS's behalf in emergency situations when the General Assembly of the Executive Board cannot be assembled with the exception of altering or amending the Constitution.
- e. To attend all Cabinet meetings.
- f. To vote in the event of a tie during elections of the Executive Board.

Section 3. The duties of Vice President shall consist of:

- a. To aid the President in his/her duties.
- b. To act as chair of any AAAS general assembly meetings and/or Executive Board meetings in the absence of the President.
- c. To serve as the AAAS representative along with the treasurer to all allocations meetings.
- d. To serve as a liaison between the membership and the Executive Board of AAAS.
- e. To voice any concerns or problems of the membership to the Executive Board.
- f. To collaborate with the Social Events Coordinator and Educational Events Coordinator to create a monthly calendar for distribution to the General Assembly.
- g. To act as the liaison between the AAAS and the alumni of DePauw University.
- h. To keep an accurate and current record of alumni at DePauw University that would be willing to assist the AAAS in any way possible.
- i. To create a bimonthly correspondence with AAAS/DePauw University Alumni.

Section 4. The duties of Secretary shall consist of:

- a. To record the minutes of all AAAS General Assembly and Executive Board meetings and, upon request, provide copies of the minutes.
- b. To maintain an organized and accurate file of all minutes.
- c. To keep an accurate record of attendance at the General Assembly and Executive Board meeting.
- d. To keep accurate records of all General Assembly members.
- e. To communicate with the AAAS membership in reference to organizational events and initiatives.
- f. To prepare outgoing AAAS correspondence.
- g. To receive and direct all incoming AAAs correspondence.

Section 5. The duties of the Treasurer shall consist of:

- a. To keep an accurate account of all AAAS expenditures and assets.
- b. To provide a oral report at every meeting of all AAAS receipts and disbursements.
- c. To seek all information necessary to prepare a disbursement upon passage of all allocation motion or any other expense of AAAS.
- d. To obtain a bonded status.
- e. To present any monetary request greater than \$250 to the General Assembly in order to vote on approval of request

Section 6. The duties of the Social Events Coordinator shall consist of:

- a. To plan AAAS social events through the year.
- b. To work with the Educational Events Coordinator to coordinate bimonthly community service events for AAAS.
- c. To advertise all social events.
- d. To take pictures at all AAAS functions.
- e. To prepare a year-end scrapbook for presentation at the Senior Banquet.
- f. To prepare the Senior Banquet.
- g. To work with the Educational Events Coordinator to create the AAAS Big Sib Program and year-round events.

Section 7. The duties of the Educational Events Coordinator shall be:

- a. To solicit any educational materials that would be beneficial to the members of AAAS.
- b. To keep an accurate, organized file of academic information that would be beneficial to the members of AAAS.

- c. To plan educational events.
- d. To plan the annual Tucker E. Wilson series for the DePauw community.
- e. To advertise all educational events.
- f. To work with the Social Events Coordinator to coordinate bimonthly community service events for AAAS.
- g. To work with the Social Events Coordinator to create the AAAS Big Sib Program and year-round event

Section 8. The duties of the Public Relations Chair shall consist of:

- a. To prepare advertisements and any other creative needs (tickets for formal, sheet signs, banners, etc.) for all AAAS events.
- b. To take photos with the social chair for all AAAS events
- c. To update all forms of social media that AAAS is associated with (facebook, twitter, linkedin, website, etc.).
- d. To work with the social chair to make a scrap book for the senior banquet.
- e. This position can consist of two executive board members and they have the power to establish their own Public Relations Committee for the purpose of successful advertisement.

Section 9. The duties of Parliamentarian shall consist of:

- a. To be well versed in parliamentary procedure and the AAAS Constitution.
- b. To provide accurate information concerning parliamentary procedure to the General Assembly and Executive Board during meetings.
- c. To assist the membership in increasing its knowledge of parliamentary procedure and the AAAS Constitution, according to the rules of government established in Robert's Rules of Order.
- d. To implement and enforce parliamentary procedures in Executive and General Assembly meetings.
- e. To count the votes ballots from all votes taken during AAAS General Assembly meetings.
- f. To serve as representative for AAAS at all congress meetings to maintain organization recognition.

Section 10. The duties of the Advisor(s) shall be:

- a. To attend all Executive Board meetings.
- b. To attend events hosted by AAAS.
- c. To encourage the commitment to unifying the students on the DePauw campus.

d. To provide guidance and constructive criticism to the Executive Board and the General Assembly.

ARTICLE V-- Elections

Section 1. The rules governing AAAS elections are as follow:

- a. Only Members with Voting Privileges are eligible for AAAS office.
- b. Elections for AAAS officers shall take place at the Annual Meeting. The Annual Meeting shall be held on the first Wednesday of April.
- c. The nominees for President will have three (3) minutes to give a brief speech as to why they feel they are qualified for the office in which they are seeking. All other nominees will have a limit of two minute for their speech. After speeches have been read there will be a question and answer session for the same length of their speech.
- d. Candidate must win by a majority vote.
- e. In the event that there is only one nominee for a given office, a motion to cast a single vote will be appropriate.
- f. AAAS members are only allowed to hold one office per academic year.
- g. The newly elected officers shall assume office no later than the second General Assembly following the election. (*Under the guidance and discretion of the previous Executive Board.*)
- h. In the event that an Executive Board member decides to resign from their elected office, a formal letter of resignation must be presented to the Executive Board and the General Assembly.
- i. The position of Member at Large shall be elected by the General Assembly.
- j. There shall be at least one advisor for AAAS.
- k. The committee chairs shall be elected by General Assembly.

ARTICLE VI--Finance

Section 1. The Social Events Coordinator, Educational Events Coordinator and Treasurer together shall prepare a yearly, typed budget which must be presented to and voted on by the Membership with Voting Privileges at a General Assembly a month prior to allocations of the academic semester.

- a. Included in the budget shall be the totals for the allocations (as specific as possible) to the standing and ad hoc committees.
- b. Included in the budget shall be the allocations for any AAAS expenditure, activities, and other AAAS functions.
- c. Copies of the budget shall be furnished for the AAAS Executive Board at a General Assembly a month prior to allocations of the academic semester.
- d. Failure to adhere to subsections a.- c., will place the Treasurer and Social Events Coordinator, Educational Events Coordinator on a probationary period of one week to

prepare an adequate version of the budget. If in one week, an adequate version has not been presented; the Social Events Coordinator, Educational Events Coordinator and Treasurer can be removed from office.

ARTICLE VII--Meetings

Section 1. A regular meeting time and place shall be fixed at the first meeting of the academic year. Quorum for the year will be established as 1/7th of the attendance of the first meeting.

Section 2. A special meeting shall be held upon the call of the President or in the written request of any twenty- one members of AAAS. The purpose of the meeting shall be set forth in the notice.

Section 3. No notice shall be required for a regular meeting except the Annual Meeting which shall require a notice of at least seven (7) days. Notice of a special meeting shall be given at least 24 hours in advance.

ARTICLE VII--Parliamentary Authority

The rules contained in the Modern Edition of Robert's Rules of Order shall govern the AAAS in all cases where they are not inconsistent with this constitution or any special rules and/or by laws the AAAS may adopt.

ARTICLE IX--Amendments

This constitution may be amended at any regular or special meeting of AAAS, by a 2/3 vote, provided that a previous notice of the amendment was submitted to the membership at least seven (7) days in advance. Only Members with Voting Privileges may propose or vote on an amendment to the Constitution.

ARTICLE X--Ratification

This Constitution shall be ratified upon a two-thirds (2/3) favorable vote of the AAAS membership. Upon Ratification, this Constitution shall be approved and substituted for all previous constitutions.

ARTICLE XI--Removal of Officers

Section 1. The rules governing removal of officers are as follow:

a. In order for an officer to be removed an active member must present a written statement to the Executive Board for evaluation/ investigation. If the Executive Board cannot come to a conclusion it will be presented to general assembly for further exploration.

b. Grounds for removal of an officer stands if any officer does not fulfill duties outlined in ARTICLE IV, Sections 1-12.

c. Officers are required to attend all AAAS scheduled functions unless previously excused.

d. Grounds for removal of an officer stands if he/she exceeds three unexcused absences per year.

e. Grounds for removal of officer stands if a class representative does not fulfill his/her community service project.

