

AASU RULES OF PROCEDURE

Creation and Purpose

A. Creation

This act shall create an agency of the Student Government Association known as the Asian American Student Union (AASU).

B. Purpose

The AASU shall represent the Asian American community at the Florida State University to spread awareness of Asian American heritage and culture. AASU will serve to encourage and promote the civic engagement of the Asian American community, as well as the student body at the Florida State University. It shall function as an educational and cultural learning instrument for the FSU community, by providing cultural programs and materials, which promote awareness of and appreciation for the various and distinct Asian cultures. AASU shall serve as the nucleus of a network to improve the opportunities and living conditions of the Asian community. To this end, AASU shall represent all registered Asian and Asian American student organizations on campus, coordinate available resources, and serve as a catalyst in protecting the rights and representation of the Asian and Asian American student body.

Membership

A. Anti-Discrimination

No hazing or discrimination will be used as a condition of membership in this organization. Membership shall include all students interested in preserving the rights of Asians; furthering the cultural and ethnic experience within the Asian and Asian American community; and participating in the activities of AASU. This organization agrees to adhere to the University non-discrimination statement: “No University student may be denied membership on the basis of race, creed, color, sex, religion, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, gender expression, or any other protected group status.”

B. Affiliate Membership

1. Qualifications

Affiliate Membership is available to all Recognized Student Organizations (RSOs) that promote and have an interest in contributing to the Asian Pacific Islander American (APIA) community on campus. RSO's seeking Affiliate Membership must meet the following requirements:

- a. Contact the Director with all necessary information outlined in **Title X, Section 1000.10** of Student Body Statutes.
- b. A representative must set up an interview with the Director and Assistant Director.
- c. After deliberation from the Director and Assistant Director, the potential new affiliate's representative(s) will hold a meeting with a majority of all

existing Affiliate Member Presidents, in which they present their case for membership and are subject to questioning.

2. Approval

Once a RSO applicant is approved by a majority vote of the Executive Board and a majority of all existing Affiliate Member Presidents, the applicant will become an Affiliate Member subject to membership requirements.

3. Denial

If a RSO applicant is denied Affiliate membership, the applicant shall wait a full semester before re-applying. Basis for denial constitutes failure of a majority vote at any stage in the Affiliate Membership process detailed above.

4. Membership Requirements

Approved Affiliate member organizations are subject to the following requirements:

- a. Presidents must attend all Affiliate President meetings, conducted once every month on a date to be set a week in advance by the Assistant Director.
- b. The Affiliate must send at least two representatives to each semester's Affiliate Summit.
- c. Abide by the semesterly affiliate calendar when scheduling events.

5. Revoked Membership

Revoked membership constitutes any Affiliate Member who is no longer in good standing and has failed to comply with the AASU Affiliated requirements stated prior (see #4). A three-strike system will be implemented with the following course of action.

- a. After the first infraction: Verbal warning with internal AASU documentation.
- b. After the second infraction: Written notice and meeting with AASU Director and Assistant director.
- c. After the third infraction: Meeting with the AASU Director, Assistant Director, AASU Advisor, Affiliate President and Affiliate Advisor. If another infraction is committed, the organization will be revoked of its Affiliate membership.

6. Resignation

The Affiliate Member no longer wishing to be affiliated with AASU must set a meeting with the Director and Assistant Director to express intent to resign as an affiliate.

7. Meetings

Meetings will be held on a monthly basis with the Assistant Director and the President of each Affiliate organization. If the President is unable to attend, this

individual may appoint an officer with their organization to attend in their absence.

Executive Board

A. Membership

1. The Executive Board of AASU, hereinafter referred to as the “Board,” shall consist of at least nine (9) student members and shall include the Director, Assistant Director, Treasurer, Secretary, Public Relations Coordinator, Programming Coordinator, Education Coordinator, Historian, and Outreach Coordinator. All members of the Board shall be voting members, with the exception of the Director.
2. There shall be a staff or administrative advisor of AASU. The advisor shall be a non-voting ex-officio member of the Board.

B. Selection and Term of Office

1. Selection

- a. Each year, the new Director and Assistant Director shall be selected by a voting committee composed of that year’s Board members who are *not* applying for either position. The outgoing Director will not have a vote, but will participate in interviews and deliberation.
- b. Once confirmed, the new Director shall forward the Treasurer nominee for Student Senate confirmation.

2. Term of Office

- a. The Director and Assistant Director shall each serve a one year term. The Director’s term of office shall take effect one week after appointment, and end one week after confirmation of the new Director the following year, notwithstanding extensions as may be required by the Student Body Constitution.
- b. The Director may be re-nominated at the end of the term of office by the Board and may be reappointed by the Student Body President for a second term of office. The Director shall serve a maximum limit of two terms of office.
- c. The term of office for the Board members shall be one year. Board members, including the Assistant Director, shall not be limited to the number of terms they may serve. After their year term, to be reappointed, they must go through the initial procedures.

C. Powers and Duties of the Executive Board

1. The Executive Board shall approve decisions on policy, procedure and activities as suggested by the Director.
2. In the absence of the Director, the Assistant Director shall preside over the Executive Board.

D. Responsibilities

The responsibilities of each respective officer shall include, but not be limited to the following:

The Director shall:

1. Represent the interest of AASU on the campus of Florida State University in accordance with the Statement of Purpose.
2. Be responsible for the agency's daily operation.
3. Be the Executive head of all functions, meetings, or any related activities concerning the AASU, with the approval of the Board.
4. Create ad hoc and standing committees as needed to deal with specific needs.
5. Make and execute decisions on policy, procedure, programs and activities with the advice of the Board.
6. Preside over all Board, informational and general membership meetings and shall have the authority to call such meetings.
7. Have the authority to appoint and remove staff members.
8. Execute and be responsible for submitting in a timely manner, all budget requests and other forms, documents and reports as required.
9. Reserve the right to delegate responsibilities to other Board members, within their respective positions, necessary for the growth of the AASU.
10. Shall serve as an ex-officio member of the Office of Governmental Affairs Agency Advisory Committee or appoint a designee.

The Assistant Director shall:

1. Exercise the authority and duties of the Director in the absence of the Director.
2. Oversee all ad hoc and standing committees.
3. Assist the Director with the agency's daily operation.
4. Update the Board with any new information and changes concerning AASU related activities, functions and meetings.
5. Sign official documents along with the Director as required in their respective capacity.
6. Work with affiliate leadership and conduct monthly meetings set at least a week in advance
7. Act as a liaison between all of the affiliates of AASU, and set up internal affairs meetings as needed.

The Secretary shall:

1. Write the minutes for all AASU meetings.
2. Maintain a collective set of minutes of AASU meetings to be turned in to the new Secretary following the election of officers.
3. Maintain a membership roll and record of the attendance at Board Meetings as well as the membership roll of each active AASU affiliate.
4. Call for correspondence of the AASU except when otherwise delegated.
5. Oversee the organization of AASU's internal calendar.
6. Exercise the authority and duties of the Director in the absence of the Director and Assistant Director.

The Treasurer shall:

1. Maintain and submit all necessary requests regarding the funds of the AASU.

2. Monitor and report the financial status of the AASU to the Executive Board and the Student Government Association.
3. Conduct inventory of the AASU office space, located in the Student Union, at the beginning of each new administration in collaboration with AASU's affiliates.

The Public Relations Coordinator shall:

1. Be responsible for all agency communication.
2. Advertise and promote all AASU-related activities including but not limited to emails, tabling and any other form that they deem needed.
3. Keep a visual record documenting all AASU-related meetings, functions, and activities including, but not limited to, documentaries, videos, scrapbooks and any other means of documentation demonstrating creativity and uniqueness to AASU.
4. Update as needed the AASU webpage and social media accounts as needed with details of upcoming events and a review of past AASU sponsored activities.

The Programming Coordinator(s) shall:

1. Plan all AASU-related activities, with the assistance of executive board members.
2. Oversee the Event Planning committee in the planning of AASU-related activities (events with which the committee might assist may include, but are not limited to: Homecoming, Lunar Banquet, Halloween Social, etc.).
3. Make recommendations to the public relations officer concerning the betterment of advertisement and promotion.

The Education Coordinator shall:

1. Gather local, state and Student Government issues which concern the Asian and Asian American community.
2. Develop educational General Body Meetings at least once per semester.
3. Oversee the Education committee in any endeavors for the year.

The Historian shall:

1. Assist the Public Relations Coordinator in the execution of their duties.
2. Initiate all video projects.
3. Maintain AASU social media presence.
4. Maintain information for AASU Archives.
5. Oversee the Multimedia committee along with the Public Relations Coordinator.

The Outreach Coordinator shall:

1. Plan all external events and co-sponsorships with other RSOs, agencies, and bureaus.
2. Maintain relationships with all agencies.
3. Work closely with the Programming Coordinator(s) on collaborative projects.
4. Oversee the Outreach committee in any endeavours for the year.

Removal from Office

A. Executive Board

All Board members are subject to removal at any time by two thirds (2/3) vote of all Board members.

B. Director

The Board may, by two-thirds (2/3) vote of its members, recommend the removal of the Director to the Student Body President after consultation with the Advisor. Only then will the Student Body President decide upon the dismissal of the Director.

Vacancies

A. Executive Board

Any position made vacant shall be advertised for three (3) days. The applicants shall be interviewed by the remaining Board members and selected by a majority vote. If there should be a tie, the Director shall break the tie by voting, and appoint the individual to the vacant position. Should the Board fall below quorum, the Board may meet only for the purpose of selecting new members.

B. Director

Upon vacancy of the Director's position, the Assistant Director shall assume the office and appoint a new Assistant Director.

Meetings

A. Board Meetings

1. Board meetings shall be held weekly or biweekly, at the discretion of the Director and Assistant Director.
2. Meetings of the Board shall be called by the Director or upon written request of at least a majority of the Board members.
3. Notification of all regularly scheduled AASU Board meetings shall be given at least forty-eight (48) hours in advance of the designated meeting time.
4. The Board may take no official action unless a quorum is present.

B. Regular Information and General Membership Meetings

1. Regular meetings shall be held once a month. The time and date shall be publicly advertised.
2. Meetings are to be open to the general public and shall be publicly advertised.

Finances

A. Spending

For the protection of the organization and its officers it is required that two authorized signatures sign all purchase requests. Only the Director, Assistant Director, and Treasurer can be signers on the organization's account. Organizational funds may be spent on items such as office supplies, events/activities, publicity, travel expenses, conference fees, etc., but will not be used for anything illegal under University, local, state, and federal laws.

B. Certification

The Director, Assistant Director, and Treasurer must be financially certified through the Student Government Association.

Publications

A. Compliance

All advertisements of the organization must comply with the University Posting Policy.

B. Approval

The Director and Assistant Director must approve all publications, shirts, flyers, etc. prior to duplication and distribution.