

Constitution of the Asian American Association at the Ohio State University

Article I. Name, Purpose, and Non-Discriminatory Policy

Section I. Name

The name of this organization shall be “The Asian American Association” (AAA).

Section II. Purpose

The Asian American Association at The Ohio State University is a student organization that, since its inception in the early 1970’s, has served as a foundation for community and leadership among APIDA students. AAA serves as a supporting organization for all APIDA students at Ohio State and strives to provide a platform for OSU’s Asian American voices in building APIDA community networks. We work hard to promote awareness of Asian Pacific Islander and Desi-American advocacy issues and culture and to encourage and empower Asian American students to seek involvement, activism, and leadership while at Ohio State.

Section III. Non-Discriminatory Policy

AAA does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

Article II. Membership

AAA consists of an executive board that plans events and works as a pan-Asian, advocacy-based group for APIDA student organizations on campus. We have monthly community meetings that are open to the general public. The purpose of these meetings is to discuss issues affecting the APIDA community.

Article III. Executive Board

Section I. Description

The executive board plans and executes events and provides services of coordination, funding

support, and information to APIDA student organizations.

Section II. Selection

Applications for the executive board shall be distributed every spring semester for the following academic year. Each and every full-time, student at the Ohio State University is invited to apply for the positions except for the president position. The president position is only available for students who have been on the AAA's executive board for at least one year. Applications for president will be released at the end of February during the spring semester. The previous president and advisor will facilitate this process. The president and advisor will host an event to invite candidates for president to present their platform, during which current board members can express their preference for who they would like to be the next president. An individual interview with each presidential candidate with the previous president and advisor will also be conducted. After this, the advisor and previous president will take the collective insights they've gathered from these stages to determine the next president of AAA.

When the next president of AAA is determined, applications for the rest of the board will be released at the beginning of March. Once interested students submit applications, those students will be invited to interview with the previous president and incoming president. Candidates are chosen based on application quality, leadership experience, teamwork ability, and passion for AAA's purpose.

Section III. Term of Office

The term for each position begins in April of the previous academic school year and ends the following May. There is a limit of one year for each position, per student. An exception is made on a case-by-case basis.

Section IV. Positions

President is responsible for defining and keeping the board on course with short and long-term goals. President develops strategy to achieve goals; plans and leads all meetings; engages in final decisions on logistics and plans for organization; works toward maintaining inclusivity in all of AAA's initiatives; keeps in communication with advisor and regularly meets with them; Maintains communication with leaders of other organizations.

Internal Vice President is responsible for most of the President's tasks, such as supporting short-term and long-term goals, but does not have final authority. Additionally takes the lead on managing the Board's internal relationships, conducting check-up meetings per semester for each board member. Internal Vice President monitors individual member performance and leads internal administrative reviews as necessary. Takes on responsibilities of President when President is absent or unavailable.

External Vice President is responsible for most of the President's tasks, such as supporting short-term and long-term goals, but does not have final authority. Additionally monitors and contributes to the Events Committee's performance and offers guidance. The External Vice President aids Outreach in seeking opportunities. Takes on responsibilities of President when President is absent or unavailable.

Treasurer is responsible for maintaining AAA's finances, bank account, and Ohio Union programming and operating funds application and audit process. They are also responsible for raising and budgeting funds to support AAA events and initiatives. Finds funding opportunities to improve AAA's financial standing. They are additionally responsible for allocating AAA's finances accurately and must not use funds for non-AAA activities.

Outreach is responsible for creating/maintaining relationships with the Asian community, the greater Ohio State community, and external AAA's. Outreach finds opportunities to fundraise and financially support AAA events by contacting external organizations and/ or campus partners. Additionally plan/ host fundraising events with Treasurer and contact external resources as needed.

Media is responsible for managing AAA's website and social media accounts supporting community outreach initiatives, creating innovative communication methods, and expanding audience reach and engagement. Media takes record of events experimenting with and adapting to new communication trends through various platforms. Also manages direct messages on platforms.

Design creates banners, posts, and other digital materials to represent AAA best visually. Other tangible materials include merch such as stickers, buttons, etc., or tickets used for events. Design works with the Events team for decoration planning and coordinates with Media to exchange materials used on social platforms.

Events Chairs are responsible for creating event logistics and descriptions for events that AAA plans; and determines programming details for most events; works in tandem with the Eboard to design and facilitate programming ideas over the year. Events is responsible for planning existing events as well as brainstorming and executing new events. Depending on the amount of events chairs, a committee may be established consisting of the events chairs and a committee sub-leader, Head of Events, will be assigned by the President.

Head of Events functions as the leader of the Events Committee consisting of Events Chairs, Advocacy Chairs, and Outreach Chairs; facilitating process and flow while coordinating responsibility distribution. Head of Events has the dedicated responsibility of creating schedule outlines and programming as necessary.

Advocacy Chairs are responsible for being updated and informed with current events/issues; creating materials to educate AAA e-board members and the general body; creating and leading

general body meetings on topics relating to identity, politics, and social justice; create public statements to address current events. Advocacy events will be hosted periodically with one advocacy chair taking the lead role. The lead role will rotate per event. Advocacy chairs are also responsible for keeping the board informed on current topics and will have a small discussion at meetings regarding said topics. *Each* Advocacy Chair is expected to host a *minimum* of one event per semester including one event with a guest speaker per year.

Secretary is responsible for taking meeting notes at our executive board meetings as well as sending out emails regarding AAA events and updates. Additionally creates forms and documents used both internally and externally, books event/ meeting spaces, and maintains a community calendar. Secretary will also help with other tasks that other board members may require depending on the situation. The secretary may work closely with the treasurer to manage finances if need be.

Section V. Non-Board Positions

In the event that Ohio State has an active MAASU Representative or APIAVote Ambassadors, these individuals will be included in AAA conversations, activities, and planning. They will be actively involved in work done by AAA, and will work through AAA to advance their respective platforms.

The MAASU Representative will be responsible for representing MAASU on campus, and informing APIDA students about programming and opportunities for involvement within MAASU. They will be AAA's primary connection to coordinating plans for attending or hosting MAASU conferences on campus.

The APIAVote Ambassadors will be responsible for working with APIAVote to conduct civic engagement programming and voter registration drives at Ohio State. They will also collect data regarding APIDA voter registration and engagement rates among college students, and will work with AAA's advocacy team to develop plans for engaging students in their work.

Section VI. Weekly Meetings, Attendance, & Participation

Weekly meetings will be determined based on the Board's collective availability each semester. Board members are expected to attend ALL executive board meetings. Exceptions will be made on a case by case basis, but Board members must inform the President 3 days ahead of time of any potential absence that they anticipate. If Board members miss more than 3 meetings in a semester, an administrative review will be conducted with the President and Advisor to reassess the commitment and standing of any individual that fails to maintain consistent attendance.

Participation and Attendance for AAA events are crucial in supporting the organization's strength and event turnout. ALL board members are expected to be in attendance at AAA's organized

events. Notice of absence must be shared at least 3 days prior. Absences beyond 3 days per semester will result in administrative review.

Section VII. Communication

The president will determine the primary form of communication for the board at the start of each year. This will likely be facilitated through either slack, Facebook messenger, or GroupMe. All board members must be engaged and included in whatever medium is created to maintain communication within the entire board.

All communication done on behalf of AAA with outside organizations or to plan events via email must have the President, and Vice President when necessary, cc'd in them. If plans are made or financial commitments are determined without informing the president or treasurer, the board members responsible will have their status reviewed by the president and advisor.

Additionally, all work done on behalf of AAA, and for AAA related events, will be conducted in documents shared on a Google Drive folder setup through AAA's Gmail account. ALL information and work done on behalf of AAA must be saved and shared to the entire board in these folders. If information or documents are found to be withheld from the rest of the board, the members responsible will have their status as board members reviewed by the president and advisor.

Section VIII. Removal

There are two ways through which a Board member may warrant removal from the organization. If a Board member is repeatedly found to have committed inappropriate behavior, other board members have the power to step in. Students may simply notify the Advisor and President of the issues they have, after which a motion will be made by the President to discuss the removal of said member at the next Board meeting. After hearing the issues at hand, Board members vote whether to approve the motion to remove, dismiss the motion to remove, or suspend the motion to remove. If the executive board decides to suspend the motion to remove, the member in question will be given one week to improve and voting will begin anew at the following executive board meeting.

A Board Member may also be removed if the President observes them consistently being absent, uninvolved, and expressing inappropriate and/or abusive behavior. The President will have an administrative meeting with said person, after which they will have the executive privilege to remove said Board Member from the organization.

Section IX. Interim Position

If a student is removed from an executive board position, that position will be open for student applications. Steps outlined in Article III, Section II of this document shall be administered as quickly and as conveniently possible.

Article IV. Advisor

AAA's advisor must be a full-time member of the University faculty or staff, preferably the APIDA student initiatives Intercultural Specialist of the Multicultural Center. Our advisor is to act as a liaison between the organization and the university. They are also responsible for providing feedback and guidance about AAA goals, strategy, events, and initiatives. Additionally, they will be relied on when necessary to mediate conflict or concerns that the president finds challenges in addressing. However, all decisions made regarding the organization's future will be determined by the President and Executive Board.

Article V. Amending the Constitution

This document may be amended by a vote of the executive board members. Any board member may motion to amend the constitution. He or she may voice the motion at any executive board meeting, at which discussion and voting will commence. Comments must be exhausted before voting begins. Members vote whether to approve the motion to amend, dismiss the motion to amend, or suspend the motion to amend. The plurality opinion is enforced. If the executive board decides to suspend the motion to amend, voting will begin anew at the following executive board meeting.

Article VI. Dissolution

AAA may be dissolved only in the event of all cleared debts. Dissolution will occur only through the unanimous approval by the President, Vice President, Treasurer, and Advisor. Upon dissolution of the organization, all existing assets shall be donated to a charity or future organization.