

## Preamble

In order to maintain a cooperative and unified community and increase awareness among Asian American students and organizations, this association will attempt to generate an environment conducive to growth and collaboration within the context of Columbia University

## Article I - Name

### Section 1.

The name of this organization shall be Asian American Alliance: hereafter, referred to as AAA, or Triple-A.

## Article II - Purpose

### Section 1.

AAA shall actively promote positive interaction among Asian American students and organizations at Columbia University.

### Section 2.

AAA shall represent the Asian American community by creating and maintaining a unified voice.

### Section 3.

AAA shall mediate any conflicts which might arise involving the Asian American community.

### Section 4.

AAA shall promote awareness and fellowship among Asian American students through cultural, educational, political, and social programming that reflects the diverse Asian cultures within the Columbia community.

## Article III - Membership

### Section 1.

AAA membership shall be open to any student, regardless of race, religion, sexual orientation, gender or physical handicap, currently enrolled in any undergraduate college in Columbia University [Barnard College, Columbia College, or the School of Engineering and Applied Science, and General Studies]. Members may sign up during Orientation and Activities Day.

## Section 2.

For the purposes of elections, the membership list will be closed two weeks before elections.

## Article IV - Meetings and Procedures

### Section 1.

A. All AAA activities and programs will be governed and directed by the AAA Board . This executive board will consist of: Chair, Vice-Chairs, Secretary, Treasurer, Political Chair, Cultural/Social Chair, Service/Community Chair, Publicity, Historian, Event Advisor(s).

B. The AAA Board will include the executive board and OCMs.

i) The OCMs will be selected in the fall term following the spring election after submitting an application and completing an interview.

ii) The OCMs are organizational committee members and are responsible in helping Chairs run their events.

### Section 2.

The Board meetings will be held on a regular basis to be determined by the AAA Executive Board.

### Section 3.

Quorum is 2/3 of the AAA Board Quorum is necessary in order to conduct official business.

### Section 4.

All motions, such as co-sponsorships, shall require a simple majority for passage. Substantive motions shall require a 2/3 majority for approval.

### Section 5.

AAA Board members are eligible to vote in Board decisions once they have served one full semester with AAA. Said voting rights begin midnight after the last day of classes in the semester. All such members have one vote; in the case of substantive motions if an eligible voting member cannot cast his or her vote in person, said member may cast his or her vote via electronic notice before the vote is done.

### Section 6.

Standing Committees will meet at the discretion of their respective Committee Chairs as necessary.

#### Section 7.

AAA General Meetings will be held on a regular basis by the Board.

#### Article V- AAA Executive Board

##### Section 1.

The AAA Executive Board will have the following officers

A. Chair - The responsibilities of the Chair are:

- a) To oversee all official functions, programs and events of AAA.
- b) To serve as the official representative of AAA.
- c) To preside over all meetings of the AAA.
- d) To keep abreast and inform the AAA Executive Board of issues which may affect the Asian community.

B. Vice-Chair - The responsibilities of the Vice-Chair are

- a) To assist the Chair in his/her duties as delegated by the Chair.
- b) To assume the duties of the Chair in the event of the Chair's absence, disability, or resignation.

C. Cultural/Social Issues Chair

- a) To oversee the production of CultureSHOCK
- b) To manage, oversee, and supervise all social events and keep the Chair and Vice-Chairs abreast.
- c) To delegate out responsibilities accordingly.

D. Asian Educational/Political Issues Chair

- a) To conduct weekly political committee meetings
- b) To organize trips to conferences such as NAASCON, NYCAASC, ECAASU

c) To manage, oversee, and supervise all political events and keep the Chair and Vice-Chairs abreast.

d) To delegate out responsibilities accordingly

#### E. Service/ Community Chair

a) To conduct regular meetings that outreach to the general body.

b) To manage, oversee, and supervise all service/community events and keep the Chair and Vice-Chairs abreast.

c) To delegate out responsibilities accordingly.

#### I. Treasurer

a) To handle all financial matters, including the AAA budget, all ABC and SGA meetings, annual budget proposals, and appeals, etc.

b) To oversee the budgets.

c) To coordinate budget proposals for co-sponsorships.

d) Keeping the rest of the Board up-to-date on the status of AAA's finances.

#### J. Secretary - The responsibilities of the Secretary are

a) To keep and publish the minutes for all AAA Board meetings.

b) To handle all official correspondence with Board consultation.

c) To attend the semesterly meetings at the OMA office in regards to pre-calendaring.

d) To maintain a current calendar of events for all AAA.

e) To send out a weekly newsletter to the general body.

#### K. Publicity Chair:

a) To coordinate publicity efforts/outreach.

b) To make flyers for all events and delegate accordingly.

c) To delegate flyering responsibilities to the Board.

#### L. Webmaster - The responsibilities of the Webmaster are:

- a) To maintain the AAA website, server, listserv, etc.
- b) To keep the website updated weekly.
- c) To be a liaison between the AAA Board and the BLAAAG

#### M. Historian

- a) To keep records of contact information, cost, and other essential information on past events.
- b) To document events and reactions to events

#### N. Event Advisor(s)

- a) To prepare materials such as the OCM guide, which includes event-planning tips, AAA contacts, vendor's lists, and other information.
- b) To help OCMs plan and run their own events

#### Section 2.

These officers shall serve a one year term beginning in the spring semester and terminating the following spring. The AAA Board shall choose these officers in the span term two using the procedures specified in the AAA Bylaws.

#### Section 3.

Ad hoc committees may be created by a written proposal with the approval of 2/3 vote of the eligible voting members of the AAA Board.

#### Section 4.

An officer of the Board may be impeached by a 2/3 vote of the the eligible voting members AAA Board .

#### Section 5.

Any member of the Board must present a written formal statement of his or her resignation at least two weeks prior to the effective date of his or her resignation.

#### Section 6.

All persons on the Executive Board, including all Chair positions, who have resigned from their positions are eligible to send a written retraction to a resignation; the board, with a two-thirds vote via secret ballot, holds the final right to decide

1. if said person may return to a position on the AAA board
2. which specific position said person may return to. The deciding board should consider circumstances including but not limited to: the time frame between the resignation and retraction, impact on the board dynamic, medical reasons, personal reasons.

## Article VI - Elections

### Section 1.

The Chair, Vice-Chairs, Secretary, Treasurer, and Committee Chairs will be elected in a drop-down election process. Each member of the previous Board may cast one vote for each office.

### Section 2.

If any board positions are not filled during elections, the new Board will appoint people within the next two weeks.

### Section 3.

Senior advisor(s) is/are appointed within two (2) weeks after the election by the new Board. He/She must regular attend meetings and are only allowed to have one (1) vote during spring elections.

### Section 4.

The elections will be held according to the procedures as established in the bylaws.

## Article VII - Amendment to the Constitution

### Section 1.

Amendments to the Constitution may be proposed in writing by any AAA Board Officer with the support of at least 1/4 of the eligible voting members of the AAA Board.

### Section 2.

The Constitution may be amended by a 2/3 vote of the entire voting AAA Board.

## Article VIII- Ratification

### Section 1.

The constitution can be completely rewritten with a 2/3 vote by the AAA Board.

### Section 2.

The new constitution can be ratified with a 3/4 vote.

## Article IX - Bylaws

### Section 1.

The bylaws shall be established by a 2/3 vote of the eligible voting members of the AAA Board.

The bylaws may be amended by a simple majority vote of the AAA Board.

## The Bylaws of the Asian American Alliance

### Article I. Elections

#### Section 1. Chair and Vice-Chairs

a) All AAA Elections shall be organized and administered by the Present Executive Board.

b) Candidates for the position of Chair or Vice-Chair are required to have served one term of office on the executive board of AAA.

c) Elections will be held in the spring term at a date determined by the Executive Board.

d) Nominations for all positions must be submitted to the Chair for consideration at least two week before the election. The Chair will send out a compilation of all nominations one week before elections.

f) The AAA Board will interview all candidates prior to the elections. The candidates will be screened for their qualifications. The candidates will be rated on:

their past experience in the Asian American community, level of time commitment, level of interest, future plans for AAA, clarity of their current view, interpersonal skills, and knowledge of issues affecting the Asian American community. On the basis of these interviews, candidates will be invited to participate in the elections.

g) Candidates will be given 5-7 minutes to address the AAA Executive Board at the elections.

Time will be given for the candidates to respond to questions.

h) A positive discussion of the candidates' qualifications will be facilitated by the Chair(s).

i) A candidate must be approved by 2/3 of the entire voting AAA Board and members of standing committees (referring to the weekly meetings Political Chair holds) based on the discretion of committee chairs after discussion with the Board.

j) Each Board member, may cast one vote for any candidate for each office.

#### Section 2. Standing Committee Chairs and Other Executive Officers

All AAA Elections shall be organized and administered by the Executive Board.

a) Candidates will be given 3-5 minutes to address the AAA Executive Board and AAA Organizations. Time will be given for the candidates to respond to questions.

b) A candidate must be approved by 2/3 of the entire voting AAA Executive Board in order to be elected