

The Constitution of the Asian Student Organization Rochester Community and Technical College Revised, April 2004

Article I. Name & Origin

The official name for this organization shall be the Rochester Community and Technical College Asian Student Organization, hereinafter to be referred to as the Organization. The Organization's name may be abbreviated as the RCTC Asian Student Organization or RCTC ASO.

The Organization was founded in 2000 as the Southeast Asian Student Organization. In 2001, the Organization made the decision to rename itself as the Asian Student Organization with the goal of opening its doors to a wider community of members. Since its inception, the group has grown to include many student and community members from different cultural and professional backgrounds.

Article II. Mission

The mission of the Organization is to provide community-building activities and alternatives for local secondary and post-secondary students through the promotion of higher education opportunities in the Rochester area by establishing awareness and respect for current and traditional Asian cultures and issues. The Organization exists to help others better understand people of different ethnicities, and to guide the next generation in planning their future as they develop and enrich our community.

Article III. Goals

The goals of the Organization are as follows:

- To help create awareness of the importance of higher education in the community, especially in the Asian communities in the city of Rochester;
- To provide the community, the college and the Rochester area, with opportunities for cross-cultural experiences;
- To offer assistance, support, and encouragement to the students of the University Center Rochester.

Article IV. Membership

Membership in the Organization shall be open to all individuals who express interest in the Organization's mission and goals. The Organization shall not discriminate on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law.

A. Leadership Committee

Leadership Committee members are the executive members of the Organization: the Advisors and the elected student officers.

- I. Attendance and participation at all regular Organization and Communication meetings are mandatory.
- II. Participation at the Organization's events is mandatory.
- III. Student officers have full voting privileges and Advisors have limited voting privileges.
- IV. The Leadership Committee is responsible for drafting the Organization's meeting agendas, which should be composed during the Communication meetings.
- V. The Leadership Committee will act as a Review Board when dealing with petitions submitted by Organization members. Petition approval must receive two-thirds (2/3) of the entire Leadership, Advisors included, vote.

B. Advisors

The Organization shall have at least one advisor, RCTC faculty or staff. The Advisor shall attend meetings and serve as a liaison between the Organization and the college. Voting privileges are limited to issues of amending the Constitution, breaking any tie vote, and petition approvals.

C. Student

General student membership shall be open to any student in good standing attending the RCTC.

- I. Attendance at all regular Organization meetings is expected.
- II. Participation at the Organization's events is expected.
- III. Student members have voting privileges.

D. ASO Alumni

ASO Alumni are students who have graduated from the RCTC or transferred to another institution and are currently receiving information regarding the Organization's progress by electronic mail.

- I. Attendance at the Organization's meetings is optional.

- II. Participation at the Organization's events is optional.
- III. ASO Alumni members do not have voting privileges.

E. Community

Community members are individuals who are not affiliated with the University Center Rochester but receive information regarding the Organization's progress by electronic mail.

- I. Attendance at the Organization's meetings is optional.
- II. Participation at the Organization's events is optional.
- III. Community members do not have voting privileges.

F. Voting

Voting at meetings may be by voice, a show of hands, or by secret ballot. Voting by proxy shall not be allowed. In some instances, whereas a formal vote is not required, the president is authorized to determine the two-thirds (2/3) majority decision of the Organization by an informal voice affirmation. A two-thirds (2/3) majority vote of the members present at a duly held meeting shall be required for approval other than for an amendment of the Constitution. Should an issue split the Organization in half, further discussion must be held and a revote, including Advisors', may be conducted.

G. Special Voting Considerations

Individual Community members expressing great interest in the Organization may petition the Leadership Committee for voting privileges.

Article V. Offices

The offices of the Organization shall consist of a student president, vice president, treasurer, and secretary. Additional offices may be established by the Organization by a majority vote and approved by the Leadership Committee.

A. Election of Officers

The members of the Organization shall elect all officers for a term of one academic year and each shall hold office until they shall resign, be removed, disqualified, or until their successors are elected. Elections shall be held in April, prior to the end, of each academic year.

B. Office Qualifications

All students running for any office:

- I. Must be currently enrolled and be in good standing at the Rochester Community & Technical College;
- II. Must have attended the Fall semester prior to elections;
- III. Must be able/plan to hold the office for the entire forthcoming academic year.

C. Duties of Officers

- I. President: The president shall preside at all regular Organization and Communication meetings. The president is also responsible for appointing specific short-term projects to individual members.
- II. Vice-President: The vice-president shall assist the president during all regular Organization and Communication meetings. In the absence of the president, the vice-president shall preside at all regular Organization and Communication meetings. The vice-president will also serve as the activities coordinator for the Organization's outings.
- III. Treasurer: The treasurer shall act as the intermediary between the Organization and the RCTC Business Office and shall report the current financial status of the Organization in the beginning of all regularly scheduled meetings. The treasurer is also responsible for arranging change boxes and the safekeeping of all monies for and during all fundraising events.
- IV. Secretary: The secretary shall record the minutes of all regular Organization meetings and send meeting notices and reminders to all members via electronic mail.

D. Special Appointments

Special appointments are short-term projects given to individuals by the president with the approval of the Leadership Committee.

E. Vacancies of Offices

In the case of vacancies of any offices in the Organization—resignation, retirement, removal, disqualification, illness, death, or any other cause—the vacated position shall be offered to the next elected officer OR a two-thirds (2/3) majority vote of the membership shall elect an officer to fill the remainder of the term.

F. Removal and Resignation of Officers and Members

All members who fail to meet the college's academic standards or commit acts damaging to the Organization's reputation and image will be subject to removal from the Organization. An officer removed from office may petition the Leadership Committee for reinstatement the following semester.

Officers who opt to resign their commission must submit a Letter of Resignation to the Leadership Committee.

Article VI. Operations

A. Order

A relaxed version of Roberts Rules of Order shall be implemented where questions arise over the conduct and approval of business.

B. Regular Meetings

Upon the first meeting of each semester, the Organization shall schedule biweekly meetings from August to December and January to May at a time and a place to be determined as convenient by the Organization to conduct business. The dates of these meetings shall be provided in writing and/or electronic mail and be distributed to the entire membership.

If necessary, additional meetings may be scheduled by the Organization to ensure the successful completion of all projects. Notices of these meetings shall be distributed as soon as possible via electronic mail.

C. Communication Meetings

Communication meetings are meetings set aside for the Leadership Committee to share information and develop a tentative agenda for the upcoming regular Organization meeting. It is also where the Leadership Committee can review petitions from the membership.

Communication meetings shall be scheduled a week prior to the regular Organization meetings at a time and a place to be determined as convenient by the Leadership Committee to conduct business.

D. Notice of Meetings

Notice of meetings shall be given at least two days in advance by electronic mail. Such notices shall state the date, time, place, and purpose of the meeting. Any addition to or correction of the notice shall be addressed individually by contacting the Organization's secretary.

RCTC students, faculty, and staff members will be notified using the e-mail addresses provided by the college. Members not affiliated with the college will be notified using the e-mail addresses appearing in the records of the Organization.

E. Principal Office

Until a permanent location can be established, the Leadership Committee may choose and designate a convenient and appropriate location on the University Center Rochester campus as the Organization's Principal Office.

F. Record Keeping & Storage

Until a permanent location can be established, the Leadership Committee may choose and designate a convenient and appropriate location on the University Center Rochester campus as the Organization's place for Record Keeping and Storage.

Article VII. Finances

Fundraising is one of the main objectives of the Organization. Allocation (breaking down into percentages) of these funds shall be determined by the Leadership Committee and approved by the entire Organization at the beginning of each semester.

A. Operations

This will be the portion of the Organization's fundraisings designated for operational expenses. The Leadership Committee must approve any proposed expenses.

B. Scholarship

The majority of the current year's fundraising shall be set aside for the Scholarship fund for the forthcoming school year.

C. Enrichment

This will be the portion of the Organization's fundraisings designated to help fund an enrichment activity for its members. All enrichment activities must be proposed to and approved by the entire Organization at any duly held meetings.

Article VIII. Amendments

Any article of this constitution may be amended or repealed by a two-thirds (2/3) affirmative vote of the entire Leadership, Advisors included, and Student membership.