

University of Maine African Student Association
Constitution

ARTICLE I - NAME

Section 1: The name of this organization shall be African Student Association (AfSA).

ARTICLE II – OBJECT

Section 1: The object of this organization shall be to provide support for African and African-heritage population of the University of Maine and to promote knowledge and understanding of African cultures and diversities to the University of Maine community and neighboring towns.

ARTICLE III – MEMBERS

Section 1: Any student currently enrolled in the University of Maine system is eligible to be a member of this organization.

ARTICLE IV – ATTENDANCE

Section 1: Attendance is mandatory at all meetings.

Section 2: Permission to miss a meeting must be granted by either the President or the Vice-Presidents of the organization. Permission to miss a meeting will be based on the following reasons:

- Illness/Injury
- Team travel/games/practice
- Exams
- Job interviews
- Emergency cases with explanation (two exceptions in a semester)

Section 3: In the case that a member misses 3 unjustified meetings in a single semester, that member will be dismissed from the organization.

ARTICLE V- ACTIVE MEMBER

Section 1: Shall be considered active member, any member who has attended to at least 80-90% of all organization's meeting during an academic year and has shown a motivation toward the organization's success.

ARTICLE VI – OFFICERS ELIGIBILITY

Section 1: To be eligible for the presidential position, a candidate must be an active member of the organization, and be a member for at least two consecutive semesters. The candidate must be originally from one of the African countries.

Section 2: To be eligible for the Vice presidential position, a candidate must be an active member of the organization, and be a member for at least two consecutive semesters. The candidate must be originally from Africa or have African heritage.

Section 3: To be eligible for the Treasurer's position, a candidate must be an active member of the organization and, be a member for at least two consecutive semesters.

Section 4 : Any member can be eligible for the Secretary, Event Coordinator, Artistic Director, and Entertainment Coordinator position.

Section 5 : Any graduate student member, or alumni of the University, or any active member with at least a junior academic standing is eligible to be member of the Committee of Advisors.

ARTICLE VII – OFFICERS

Section 1: Officers shall consist of a President, two Vice-Presidents, two Secretaries, Treasurer, an Artistic Director, an Event Coordinator, an Entertainment Coordinator, and a Committee of Advisors.

Section 2: Officers Duties

- **President** – The President shall preside at all meetings of the organization and shall perform other such functions as appropriate. The President shall prepare an agenda for each meeting. Any member of the organization may place an item on the agenda on request to the President. The President will contact all members with times, dates, and places of each meeting at least one week prior to the meeting. This may be accomplished via email, telephone, or written message.
- **Vice President of interior affairs** – The Vice-President shall be second in line to preside over all meetings in such a case that the President is incapable. The Vice-President of interior affairs shall work in close collaboration with the president. He/She shall approve all agendas prior to all meetings. This may be accomplished via email, phone, or written message.
- **Vice President of public relations** – The Vice-President shall be second in line to preside over all meetings in such a case that both the President and the Vice President of Interior Affairs are incapable. The Public Relations Officer shall be responsible for the advertising of the organization and its events. He/She shall preside sub-committee meetings when deemed necessary. He/She shall be in continuing contact with all the alumni of the organization. This may be accomplished via email, phone, or written message.
- **Secretary** – The Secretaries shall keep minutes of both regular and board meetings. The minutes shall include: date, list of attendance, a statement of the issues discussed, a brief summary of the discussion, and the action/recommendations made. The Secretaries will be responsible for posting the minutes of each meeting in the AfSA folder on First Class, and for distributing the minutes to all members of the organization via First Class.
- **Treasurer** – The Treasurer will be responsible for all financial dealings of the organization.

- **Event Coordinator** – The Event Coordinator shall be responsible of organizing and coordinating all the association’s events. He/She shall work in collaboration with the Vice President of public relations and the Artistic Director.
- **Artistic Director** - The Artistic Director shall be responsible of designing and monitoring the Association’s events. He/She shall work in collaboration with the Event Coordinator and the Vice president of public Affairs.
- **Entertainment Coordinator** – The Entertainment Coordinator shall be responsible for the audience entertainment. Shall work in collaboration with the Event Coordinator and the Artistic Director.
- **Committee of Advisors** – The Committee of Advisors work in close collaboration with the president and his/her officers for important decisions on the well being of the organization.

Section 3: All officers may run a term of one year after the date when officer elections took place. Officer elections shall be held the second week of February during the spring semester. Current officers maybe re-elected by a two-thirds vote, as may a new officer. Immediate past officers will be ex-officio members. Newly elected officers will remain in close contact with the ex-officio until the last meeting held in the month of May.

ARTICLE VIII – MEETINGS

Section 1: Regular meetings of the organization shall be held every other Sunday at 4pm, unless otherwise ordered by the organization in advance. Officers will meet 30 minutes prior to the meeting time.

Section 2: Special meetings may be called with as much advanced notice as possible.

Section 3: Sub-committees may and are encouraged to meet outside of the regular organization meetings. Minutes of all meetings are to be taken and posted on First Class for all members.

ARTICLE IX – SUB-COMMITTEES

Section 1: Sub-committees may be formed as deemed necessary.

ARTICLE X – ORGANIZATIONAL STRUCTURE

Section 1: The three-member committee of Advisors will serve a council of state to advise officers and also help settle any dispute among officers.

Section 2: The officers will be responsible for the daily administration of the association. They will be answerable to the committee of Advisors

ARTICLE XI – AMENDMENTS

Section 1: Any portion of this constitution may be amended once every year at a special meeting to be organized by the President.

Section 2: Constitutional amendment will only be effective with a two-third vote of the members present at the meeting.

Section 3: Any active member who wants to make change to the amendment shall send the proposed change four weeks in advance to the president. The president shall then have a special meeting with the officers for this matter. The clauses of this meeting shall be sent to all the members two weeks before the next scheduled meeting.