

**African Students Association  
of  
New Jersey Institute of Technology**

**Constitution**

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Article I: Name

This organization shall be known as the African Students Association of New Jersey Institute of Technology with the abbreviation A.F.S.A.

Article II: Purpose and Objective

The purpose of A.F.S.A. shall be to benefit the NJIT community as a whole by educating the student body and faculty members about the African community and culture through educational and cultural activities. The objective of A.F.S.A. is to address the social, economic, and academic concerns of African students and other interested students or persons.

Article III: Membership

Section I – Eligibility for Membership

- a. Membership into A.F.S.A. shall be open to all students currently enrolled in undergraduate and graduate programs at the New Jersey Institute of Technology.
- b. A student must have attended at least two meetings and participated in at least one organized event.
- c. Graduate students may become honorary members.

Section II – Member Rights

The African Students Association shall not deny any member full and equal rights within the association, for reasons of race, nationality, sex, religion, and/or political beliefs.

These full and equal rights include (but not limited to):

- a. The free expression of ideas within the association (including the free expression of ideas in the association publications and communication media).
- b. The right to vote in elections conducted by the association providing he or she has met membership voting requirements (Article VI).

All eligible members may take advantage of any facility and activities provided by A.F.S.A.

#### Section III – Membership Duties

- a. Members of A.F.S.A. must attend a minimum of one meeting per month during the semester.
- b. Failure to comply with any section of the constitution of the organization may be given a probationary status by a majority vote of the officers of A.F.S.A.

#### Section IV – Membership Dues

- a. Annual membership contributions are mandatory. This will be collected from both old and new members at the second and third meeting of the year.
- b. Dues shall be fixed annually by the Executive Council.

### Article IV: Organizational Structure

Section I – The executive board shall be the government of the Association.

Section II – The executive board shall exist of the following officers:

- a. President
- b. Vice-President
- c. Secretary
- d. Assistant Secretary
- e. Treasurer
- f. Assistant Treasurer
- g. Public Relations Officer
- h. Social Director
- i. Assistant Social Director
- j. Sports Director
- k. Assistant Sports Director
- l. Member at Large
- m. Webmaster
- n. Board of Trustees

Section III – Duration of Executive Board Members

- a. The executive board members shall serve on the executive board for a period of one [1] academic year unless re-elected.

Section IV – The executive board shall create, supervise, and coordinate all executive committees, and may take emergency action necessary to maintain effective association government, provided.

Section V – Such emergency action is approved by a two-third majority vote of the entire members of the executive board in a meeting held.

#### Section VI – Duties of Executive Board Members

The responsibilities and duties of the executive board members are as follows:

- a. President: The President shall be the official representative of the association; shall preside over general meetings of the association; shall preside over executive board meetings; shall be an ex-officio member of all executive councils and committees; shall acquire a working knowledge and thorough understanding of the constitution of the association; shall direct the administration of Acts passed by the majority vote of the general meeting; shall have the casting vote in a meeting of the entire members in the event of a tie; shall have the power to sign checks along with the Vice-President, the Treasurer and the Secretary.
- b. Vice-President: The Vice-President shall perform the duties of the President in his or her absence; shall succeed in the Office of the President in the event of its vacancy; and shall be delegated responsibility / responsibilities at the discretion of the President.
- c. Secretary: The Secretary shall be the Chairman of the secretarial committee; shall complete all minutes of executive board, and the general meeting of the association; shall keep an up-to-date list of members; shall keep a copy of the constitution; and shall notify members of scheduled meetings of the association and related organizations.
- d. Assistant Secretary: The Assistant Secretary shall perform the duties of the Secretary in his or her absence; shall succeed in the Office of the Secretary in the event of its vacancy; and shall be delegated responsibility / responsibilities at the discretion of the Secretary.
- e. Treasurer: The Treasurer shall collect all funds on behalf of the association; bank all monies of the association; render Financial Report to the association. This report shall be made available to all Executive Board members; shall keep all applicable records of the finances of the association.

- f. Assistant Treasurer: The Assistant Treasurer shall perform the duties of the Treasurer in his or her absence; shall succeed in the Office of the Treasurer in the event of its vacancy; and shall be delegated responsibility / responsibilities at the discretion of the Treasurer.
- g. Public Relations Officer: The Public Relations Officer shall be in charge of all publicity related to the association and as may be approved by the executive board.
- h. Social Director: The Social Director shall be directly responsible for all cultural and/or social affairs held on behalf of the association.
- i. Assistant Social Director: The Assistant Social Director shall perform the duties of the Social Director in his or her absence; shall succeed in the Office of the Social Director in the event of its vacancy; and shall be delegated responsibility / responsibilities at the discretion of the Social Director.
- j. Sports Director: The Sports Director shall be directly responsible for all sports events held on behalf of the association.
- k. Assistant Sports Director: The Assistant Sports Director shall perform the duties of the Sports Director in his or her absence; shall succeed in the Office of the Sports Director in the event of its vacancy; and shall be delegated responsibility / responsibilities at the discretion of the Sports Director.
- l. Member at Large: The Member at Large shall be the communication bridge between the members of the association and the executive board; shall provide feedback from members regarding issues associated with the organization; and shall attend at least one meeting hosted by each student organization to provide information and educate others about A.F.S.A.
- m. Webmaster: The Webmaster shall be responsible for all web activities by, and on behalf of the association; shall create a web community to broadcast as well as educate the public about A.F.S.A.; and shall keep the official web site of the association up-to-date with news, events, announcements, and other activities approved by the Executive Board.
- n. Board of Trustees: The Board of Trustees shall be responsible for overseeing activities of the Executive Board; shall act as immediate advisors and reference sources to the Board; and shall reach out to alumni and other sources for support, well-being, and growth of AFSA. This body shall be composed of former Executive Board members and shall be represented and occupied as a single seat in the Board.

## Section VII – Vacancies

Vacancies in any elected office of the association shall be filled by election to be held by the Executive Board. Voting shall take place in a general body meeting. If vacancy remains for a period of one [1] month, then that position shall be filled by the President or appointed to a candidate by the President. The appointment is subject to the approval of two-thirds of the general body.

## Section VIII – Impeachment

- a. Any officer of the association, whether elected or appointed, may be impeached and removed from office for failure to fulfill the duties and responsibilities of the position or malfeasance.
- b. Elected members of the Executive Board may be impeached according to the following procedure:
  - Formal written charges shall be presented which shall determine whether or not a hearing is justified.
  - If the hearing is justified, the member so charged shall appear before the Executive Board to present his or her defense to the charges made.
  - If the Executive Board shall find that the charges are valid and the defense inadequate, a three-fourths vote of all voting members of the Executive Board is necessary for the removal of the charged member.
  - The motion to impeach shall be properly recorded in the minutes of the association and notices of these shall be given to all Executive Board members.
  - The President shall preside at this meeting or the next highest member of the Executive Board, if the President is the member charged.
  - Complete minutes of this meeting shall be taken.
- c. Appointed officers of A.F.S.A. may be impeached according to the method outlined above, with the exception that the vote for impeachment shall be two-thirds majority of the total number of the Executive Board.
- d. Committee members of A.F.S.A. may be impeached according to the procedure above. Only a majority vote of the Executive Board shall be necessary for impeachment.

## Article V: Nominations and Elections

### Section I – General Qualifications

The general qualifications for an office in A.F.S.A. shall be as follows:

- a. All candidates shall be active and full-time undergraduate members of A.F.S.A.
- b. All candidates shall have paid their membership dues prior to nomination.
- c. All candidates must have a good knowledge of the constitution of A.F.S.A.
- d. All candidates must have a good knowledge of the office for which they are running.

Section II – All elections for position on the Executive Board shall come under the regulations and supervision of the Executive Board.

Section III – The A.F.S.A. President, Vice-President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Public Relations Officer, Social Director, Assistant Social Director, Sports Director, Assistant Sports Director, and the Webmaster shall be members of the Executive Board, and shall be elected by the plurality of the votes cast in an election open to all A.F.S.A. members.

Section IV – Elections for position on the Executive Board shall be conducted in the general body meeting.

#### Article VI: Voting Procedures

Section I – A minimum of seven [7] members are needed to be present in order for voting to take place.

Section II – Voting membership in A.F.S.A. shall be granted to all full-time undergraduate members who are active members of the organization.

Section III – Only members who have paid their dues, as defined in Article III Section IV (a) will be allowed to vote unless it is general consensus vote.

Section IV – Members will be considered inactive and thus ineligible to vote or hold office, if they miss two consecutive meetings without substantial excuse. Active status may be regained by attendance at two consecutive meetings.

#### Article VII: Meetings

Section I – Procedure of Meetings

All meetings of the association and the Executive Board respectively shall be conducted in an ordinary manner.

Section II – Meeting of the General Body

- a. General meetings shall be held as planned by the Executive Committee.
- b. The organization shall meet in regular sessions, but not less than two meetings per month (approximately every two [2] weeks).
- c. Meetings shall consist of the following:
  - Reviewing minutes of the previous meeting,
  - Announcements of actions and decisions made by officers following prior meeting,
  - Any necessary voting,
  - Discussing on-campus activities, the organization of such activities, any necessary funds for such activities and transportation for such activities,

- Any other necessary discussion and the establishment of date and time of next meeting.
- d. The purpose of the first general meeting of the semester shall be to gather interest and to collect schedules of all members.

### Section III – Meeting of the Executive Board

- a. Emergency Meeting – Meeting of the Executive Board shall be called at the discretion of the Association President, or upon the written request of the majority of its members.
- b. All members of the Executive Board shall be given notice of a regular meeting, unless a particular day of the month is set by the unanimous vote of the Executive Board.
- c. Executive Board members will be considered ineligible to hold office, if they miss three Executive Board meetings without substantial excuse.

### Article VIII: Finance

The finances of A.F.S.A. shall be drawn from dues, donations, and other legal sources.

### Section I – Expenditures

No expenditures shall be incurred on behalf of the association without the authorization of the Executive Council.

### Section II – Disbursements

- a. All payments must be made by the Treasurer with the checks of the bank account of the association, and must be supported by the independent vouchers.
- b. The checks must be signed by both the President and the Treasurer. In the absence of the Treasurer, the Secretary can sign with the President.
- c. Disbursements from the Treasury for Organization expenditures shall be included in the minutes of its meetings.

### Article IX: Amendments

This constitution may be amended by two-thirds vote of the active voting membership. Amendments shall take effect upon approval of the Student Senate.

#### PROPOSED AMENDMENTS

##### Article IV: Organizational Structure Amendment:

With a growing influence of collaboration amongst African student Associations in institutions of higher learning, the Board of AFSA has approved the following changes to our structure:

1. There shall be a new External vice President Position. Below is a description fashioned by the Executive board:

- With the birth and growth of CONNECT NJ and our ever increasing alumni base, It is of importance to have a constant face that represents our hallowed organization on the external front. The External VP will be tasked with relations outside of the NJIT Campus, which includes but is not limited to other institutions of higher learning, Alumni, Speakers and representatives of organizations outside of campus. His/Her primary function would include attending meetings and relaying information of important dates that will serve to improve our relationship with these external forces. He/She will work hand in hand with the corresponding secretary to ensure that meetings are scheduled and event information is relayed to the general body accordingly and timely.
2. Henceforth, the position of Director of special events shall be constituted with a description listed below:
    - Considering the complexities of running an organization, it is of great importance to carve a niche that emphasizes creativity and uniqueness for events that are rarely run. These events will include Fund Raisers, Special Award Dinners, community service initiatives amongst other events. As a result, the Director of Special Projects will be in charge of the Fund raising committee. He/she will be tasked with coming up with revolutionary approaches to achieving our mission as an organization.
  3. Also included in our amendment is the creation of committees to better achieve our goals. These committees will comprise of:

**Africa Awareness Committee (A.A.C):** This committee will be overseen by the External Vice president of the organization. The specific duty of this committee is as follows

- Research and collect data in the form of multimedia, books etc relating the increasing awareness of the culture, archeology and social position of Africa as a whole. The VP will be directly assisted by the 1<sup>st</sup> Secretary (Corresponding) of the organization.

**Planning Committee:** The Planning committee will be run by the Internal VP, the 2<sup>nd</sup> secretary (Recording) and PRO of the association with the sole task of ensuring that event planning is conducted ahead of time. Other tasks include

- Delegate tasks to members of the committee and fellow E-Board Members.
- Work Directly with A.A.C to ensure that every event contains some mechanism to ensure that Awareness about Africa is known to invitees.

**Fund Raising Committee (F.R.C):** Presided by the Treasurer and Director of Special Events, this committee is tasked with generating and recommending methods of raising funds.

- They will work hand in hand with the Planning committee if the method of raising funds involves setting up an event.

#### Article X: Dissolution of Organization

Dissolution of the African Students Association (A.F.S.A.) by consent of the members shall consist of unanimous agreement of all its officers together with a majority vote at a meeting which has been publicized in advance to all members of the organization for the purpose of taking this vote.

Should this Organization be dissolved, its assets and liabilities shall be transferred to NJIT and shall be supervised by the Membership Activities Board.

THIS CONSTITUTION IS SUBJECT TO AMENDMENT FROM TIME TO TIME AS MAY BE DEEMED NECESSARY BY THE AFRICAN STUDENTS ASSOCIATION OF NEW JERSEY INSTITUTE OF TECHNOLOGY.

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REVISED May 2009

This constitution has been approved by the executive board members. This \_\_ Day of \_\_ 2008.