



CONSTITUTION

The purpose of this association will be to:

- 1. Cultivate a spirit of appreciation toward Armenian language, culture, history and heritage.*
- 2. Promote Armenian Studies.*
- 3. Support members in the pursuit of their academic and personal goals.*
- 4. Create a non-partisan and non-discriminatory association where students can come together as part of a distinct cultural group.*

Article I: Name

The official name of the organization shall be California State University, Northridge Armenian Student Association or the CSUN ASA.

Article II: Membership

Section 1: Any person currently enrolled as a student at CSUN and fulfilling the membership requirements of the organization may be a member.

Section 2: In accordance with state law and the regulations of the California State University, no organization shall discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability.

Section 3: Any CSUN alumni, honorary, ex-officio is eligible for membership as an Associate Member.

Associate members may attend all meetings and events of this association without the privilege of voting and serving as Executive officers.

Any person duly registered at CSUN in good standing with the Accounting and Registrar's office, as well as fulfilling the membership requirements of the association may apply for membership.

Non-Associate Members shall be divided into two groups: active and inactive members.

A Non-Associate Member is considered to be an active member for a semester if he/she meets all of the following requirements:

- Attends 50% of weekly executive meetings per semester, OR attends 50% of general meetings AND member events.
- Is in good financial standing with the organization.

The following qualifies an event to be considered a member event:

- Events exclusive to members
- Campus based events or activities

If a Non-Associate Member does not meet the requirements listed above, he/she is considered to be an inactive member.

Section 4: CSUN ASA active student members can attend meetings, speak, vote, hold an office, nominate, be a candidate for office and introduce new projects.

An inactive member has the same privileges as an active member except that inactive members cannot vote, hold an office, or be a candidate for office. Inactive members are also not counted towards a member quorum. In the case that an active member has become inactive because he/she is in bad financial standing with the organization, that member cannot attend future member only events until their debts have been resolved with CSUN ASA.

Associate Members have the same privileges as an active member except the privilege of voting, holding an office or nominating a candidate for office. Active Members may also have additional privileges specified by the Executive body.

Section 5: High school graduates who are currently enrolled in good standing at any college, university or trade school may become an Associate Member of this association.

Section 6: CSUN ASA members must pay annual dues upon becoming a member.

Length of membership is for one year from the date of which the membership fee is paid.

Article III: Executives

Section 1: The Executives of this association will consist of the following: President, Vice President, Treasurer, Secretary, Public Relations Director, Social Director, Historian, Web Master, Newsletter Editor, All-ASA Representative, Advisory Council members.

With a two thirds consensus, the Executive body may add new Executive positions if the need arises. They will determine the title of this new position, its tasks, and responsibilities.

The Advisory Council will consist of past Executive members and will be appointed by the Executive Board.

The duties of the Executives are as follows:

- A. **President:** commences the meeting at the scheduled time, announces the business in the order in which it is to be acted upon, conducts the voting on motions and announces the result of the voting on motions, protects the meeting from frivolous or dilatory motions, assists in expediting business, moderates debates, enforces order and decorum among members, ensures the cohesive functioning of Executive members of the association, assists in preparing the budget and cosigning with treasurer all association transactions, maintains amicable relations with other university Armenian Student Associations.
- B. **Vice President:** Protects the meeting from frivolous or dilatory motions, and enforces order and decorum among members. Performs the duties of the president in the event the President is unable to do so, performs other duties designated by the President. The Vice President will supervise all adhoc committees.
- C. **Treasurer:** maintains an account for the association of all cash and other assets, pays all current liabilities, assists in transactions, prepares a monthly financial report, and prepares budget requests and amendments.
- D. **Secretary:** furnishes committees with all necessary forms or papers, assists the President in preparation of agenda, records and documents minutes, and maintains a list of all existing ad-hoc committees and their members. Secretary sends out minutes to Executives and assists the President in maintaining a current list of members. Also sends out alerts and messages to the Executives, members, and all persons on the mailing list via the most efficient medium possible.
- E. **Public Relations Officer:** conducts all necessary external correspondence for the association. Ensures proper and adequate publicity of the association's purpose and activities through the use of advertising, press releases, requesting media coverage, and duties as delegated.
- F. **Social Director:** Is responsible for, but not limited to developing and coordinating activities to promote rapport amongst members and serves as a liaison between general and Executive members.
- G. **Historian:** acts as the custodian of all records – such as an album of pictures, flyers, , correspondence and other items as deemed necessary. Composes summaries of all ASA events and activities in writing and maintains other vehicles of recordkeeping that the Executive body chooses to employ such as online profiles, filing folders, etc.
- H. **Web Master:** shall be responsible for designing and printing any promotional pieces needed. Shall be responsible for maintaining the official webpage of the organization.
- I. **Newsletter Editor:** will be responsible for the development and printing of the official CSUN ASA Newsletter. May form and

coordinate a Newsletter Committee comprised of CSUN ASA members to aid in the preparation of the newsletter.

J. **All-ASA Representative:** will be responsible for representing the CSUN ASA in the All-ASA Confederation. Is required to attend General and Committee meetings of the All-ASA and coordinates any committees assigned to the CSUN ASA by the All-ASA. Assists the President in maintaining amicable relationships with other Armenian Student Associations and the community.

K. **Advisory Council:** assists in advising the elected Executives.

Section 2: Minimum Academic Qualifications— The president, vice president and treasurer must be matriculated and enrolled at California State University, Northridge with a minimum overall 2.0 grade point average each term (term is defined as Fall and Spring semester). The student must be in good standing and must not be on probation of any kind.

Incumbent Unit Load—Undergraduate students in the role of president, vice president and treasurer are required to earn six (6) semester units per term while holding office. Graduate and credential students in the role of president and treasurer must earn three (3) semester units per term while holding office.

Incumbent Maximum Allowable Units— Undergraduate students in the role of president, vice president and treasurer are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree, whichever is greater. Graduate and credential students in the role of president and treasurer are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding more than this number of units, including students pursuing a double major, will no longer be eligible.

Section 3: The length of term in office is one academic year which begins in June and ends at the end of May of the following year. No person shall hold the same officer position for more than a total of 2 terms.

Section 4: *University Advisor:* shall give guidance to the Executive body as he/she sees fit and may help in the planning and executing of events. The Executive body should decide how much involvement the University Advisor should have in the organization.

The university advisor will be required to sign all campus documents.

The Advisor must be either a faculty or a professional staff member (full-time or part-time). The university advisor shall be without voting privileges.

A CSUN faculty or staff advisor will be chosen at the first meeting of each new semester (or academic year) by the Executive board.

Section 5: In the event that an Executive is unable to complete the term of their office, the remaining Executives will solicit recommendations from the general membership. The Executives will then vote to select a qualified member.

Article IV: Elections

Section 1: Elections will be held annually within the first week of May. The deadline for submitting applications is the beginning of April. New executives will begin serving in office beginning June 1st of the election year.

Section 2: Election procedures are as follows:

The Electing Committee, which will be comprised of three Executives, will present the *qualified* members for elections.

1. To be considered a qualified candidate an applicant must:
 - Have a minimum GPA of 2.0
 - Be in good standing and must not be on probation of any kind.
 - Be an active member of the organization
 - Complete and submit application by deadline
2. If circumstances pertain, all persons applying for the President, Vice President, and Treasurer positions must be an Executive of this association at time of elections.

B. No candidate shall serve on the election committee.

C. A minimum of one candidate must be nominated for each office.

D. Each candidate for office will be allowed five minutes to address the members from the floor.

E. The Election Committee with University Advisor will distribute, collect and count the secret ballots.

F. The results of the vote will be handed by the Election Committee to the President, who will announce the voting results. To be elected into office, one candidate for that office must receive a plurality of votes.

Section 3: In the event of a tie vote or if a plurality is not achieved, a Run-off election will be held immediately.

Section 4: A petition of two-thirds of total number of active members shall be cause for a recall election. The offense must be in writing and submitted by an active member. A recall election shall be held at the next regular business meeting after the presentation of the recall petition and shall be conducted as a special election.

Section 5: Recognizing that the Executive body has the most experience and knowledge in running the organization and has observed the work ethic and competence of future prospective Executives, the method of electing the new Executive board may also be determined by the current Executive board if these methods are agreed upon by the Executive body.

Article V: Meetings

- Section 1:** The time, date, and place of the regular meetings shall be determined by the Executive body or by the majority of the membership at the first regular meeting of the term.
- Section 2:** A minimum of three meetings for the general membership will be held for the Fall and Spring semesters.. Members will be notified of meetings via most efficient medium. The Executive body may choose to schedule committee meetings.
- Section 3:** A quorum for general meetings will consist of fifty percent plus one member (50%+1) of the association's active membership.
- Section 4:** Rules of procedure for this association shall follow Parliamentary Procedure.

Article VI: Finances

- Section 1:** This organization, pursuant to its charter obligation, shall maintain an agency account with the Associated Students, Inc. for the official conducting of university business.
- Section 2:** All monies of this organization shall be deposited in and disbursed from this account must follow the procedures outlined by the Associated Students, Inc.
- Section 3:** Should this organization become inactive, including the failure to apply for university recognition annually, the agency account will be handled in accordance with the procedures of the Associated Students, Inc.
- Section 4:** The fiscal year of this organization shall be July 1-June 30.
- Section 5:** An annual membership fee will be decided by the Executive board at its first meeting.

Article VII: Committees

- Section 1:** Committees shall be formed and managed as needed and specified by the Executive body.

Article VIII: Amendments

- Section 1:** Proposed constitutional amendments or changes shall be presented to the association in writing, one week before it may be voted on.
- Section 2:** Approval by two-thirds of the voting active members present at an executive meeting shall pass a proposed change. The change shall be put into effect immediately unless otherwise stipulated in the amendment. In the absence of

general membership quorum, the Executive body may pass any amendment with a unanimous vote.

In the special case that this organization does not have any active members, amendments can be passed by two thirds majority of the Executive body.

Section 3: Pursuant to Executive Order 1006, any substantive change or amendment must be submitted to the Matador Involvement Center within 90 days.

Article IX: Ratification and Enactment

Section 1: Upon ratification by a 2/3 vote of the membership, and approval from the Matador Involvement Center and the Associated Students, Inc., this constitution shall become the official governing document of the organization.

Revised on 1/14/11
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