

All-Armenian Student Association By Laws

Preamble

We, the undersigned organizations have joined to form a united association known as the All-Armenian Student Association, comprised of student groups in the community and at various colleges and universities. Our philosophy reflects the ideals and traditions that each of our respective organizations has developed. We are united in representing the voice of college students in our Armenian communities. Our aspirations include the unification of all college students from distinct communities in order to promote leadership, scholarship, culture, and advocacy. We exist to facilitate a medium for the sharing of academic programs, leadership development, community projects, and also as an outlet for social interaction. We do recognize that there are certain areas of action and programming that are best carried out and facilitated through the joint effort of our organizations.

Article I- Name and Logo

The title of this organization described and agreed upon shall be called the All-Armenian Student Association, or All-ASA for short. This label should be attached to any activities, programs and projects that become the initiatives of the All-ASA. The logo of the All-ASA should be used in all public materials created by the organization or its member organizations. There should be no alternative visual renderings of the All-ASA logo aside from the one approved by the All-ASA General Body Meeting at the beginning of every school year. An updated copy of the Constitution and Bylaws will be available for public viewing by request.

Article II- Purpose

The purpose of the All-ASA is to create and maintain a collective organization by coordinating and developing strategic action plans that correspond with our specific aims. Outlined at a General Body Meeting, these goals should focus around unifying our organizations, promoting higher education, enhancing leadership and professional development, providing services to the Armenian community, promoting Armenian culture and advocating for the Armenian Cause. Our initiatives will be aimed at expanding to other campuses and establishing outreach into community organizations. We aim to establish forums where each of our organizations may announce events, publicize activities, and share ideas.

Article III- Authority

The All-ASA will only have authority and oversight over activities of its own initiation. It will not have authority over, nor can it be used as a tool of influence, the internal activities of the Constituent and Observer Organizations.

Article IV- Structure

Section 1- There shall be an All- ASA Senate, with one representative from each Constituent Organization, which shall have final authority on all matters related to the All-ASA. The All-ASA Senate is the highest governing body of the All-ASA from which the initiatives of the organization originate.

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Section 2- There shall be an Executive Board, with the election of officers through an electoral process.

Article V- Constituent Organization Membership

Section 1- Eligibility

For an entity to be considered eligible to be a Constituent Organization of All-ASA, they need to be

- 1) An Armenian student organization that is chartered by an university/college or is comprised entirely of university/college students
- 2) An Armenian student organization that has a constitution that is available for public viewing in its entirety
- 3) An Armenian student organization with multiple chapters may participate as one Constituent Organization

Section 2- Membership

For an entity to become Constituent Organization of the All-ASA, they must

- 1) Submit a formal, written request to enter into the collective All-ASA organization
- 2) Prepare a formal presentation of their organization at the All-ASA General Body Meeting
- 3) Provide proof of charter and membership through governing documents
- 4) The All-ASA Senate will deliberate on the matter to determine whether the organization fulfills the criteria for membership.
- 5) Simple majority vote of the All-ASA Senate will determine entry of the organization making the request. Upon a vote favorable to entry, the organization will sign the All-ASA Constitution with their rights and responsibilities effective immediately.
- 6) In the event that there is a change made to the governing documents of the Constituent Organization, the All-ASA Senate must be informed and presented a copy of the revisions.

Section 3- Responsibilities

The responsibilities of a Constituent Organization of the All-ASA are

- 1) To abide by the terms and conditions set forth in the All-ASA Constitution
- 2) Participation in the All-ASA Senate with the appointment of one representative responsible for attending 80% of all meetings during the calendar year
- 3) Participation at the All-ASA General Body Meeting with a delegation of members
- 4) Only Constituent Organizations have the right to vote in manners that are called for at any meeting.

Article VI- Observer Organization Membership

Section 1- Eligibility

For an entity to be considered eligible for Observer Organization status in the All-ASA, they must be

- 1) An Armenian organization that primarily targets the university/college age student population, but does not fulfill the criteria to be considered a Constituent Organization
- 2) Any Armenian student organization with multiple chapters may participate as one Observer Organization

Section 2-Membership

For an entity to become an Observer Organization of the All-ASA, they must

- 1) Submit a formal, written request for Observer Organization status
- 2) Prepare a formal presentation of their organization at the All-ASA General Body Meeting
- 3) The All-ASA Senate will deliberate on the matter to determine whether the organization fulfills the criteria for membership.
- 4) Simple majority vote of the All-ASA Senate will determine entry of the organization making the request. Upon a vote favorable to entry, the organization will sign the All-ASA Constitution with their rights and responsibilities effective immediately.

Section 3- Responsibilities

The responsibilities of an Observer Organization of the All-ASA are

- 1) To abide by the terms and conditions set forth in the All-ASA Constitution
- 2) Participation at the All-ASA General Body Meeting with a delegation of up to three members.

Article VII- Expulsion

If a Constituent Organization or Observer Organization is in violation of the criteria set forth in Articles 5 and 6, a Constituent Organization may request them for review. The Executive Board must file for this review two weeks prior to the meeting. The organization called into question must be informed about the issues at hand. This matter will be decided at the All- ASA General Meeting by a majority vote of the total signed Constituent Organizations. Should the organization called into question be found in violation of the requirements set forth, it will be expelled from the All-ASA effective immediately following the conclusion of the All-ASA General Body Meeting.

Article VIII- Equal Opportunity

Each of the organizations that have signed onto this document retain their sovereignty, independence, authority, and jurisdiction over their organization. The individual Armenian student organizations will not be undermined for the successful cooperation of the All-ASA. The signed organizations retain the right to remove themselves from this agreement without penalty other than those stated therein.

Article IX- Executive Board Officers

The All-ASA Executive Board shall be comprised of a Chairperson, Vice-Chair, Secretary, Treasurer, Director of Public Relations, Director of Community Outreach, Director of Information Technology, Director of Socials and Fundraising, and an two Advisors.

Section 1- Qualifications and Terms

- 1) Candidate must have served at least one term, as defined by their respective organization.
- 2) An executive officer cannot serve as their organization's All-ASA Senate representative during their term. A current representative to the All-ASA Senate is not eligible to run for an All-ASA executive position.
- 3) Officer terms will last until the transition of the newly elected board, at the third General Body Meeting of the school year.
Office holders are eligible for re-election.
- 4) Officers who also serve as representatives of constituent organizations may also vote during All-ASA Senate and General Body Meetings (amendment made at General Body Meeting on September 14th, 2014).
- 5) Serve as a liaison that remains in communication with and advises a number of constituent and observer organizations. As a liaison, the executive board member will ensure that their assigned constituent and observer organization uphold the All-ASA bylaws and the respective organization's constitution. The number of assigned organizations will be set by and equally divided among all members of the All-ASA executive board.

Section 2- Code of Conduct

The Executive Board members, must at all times:

- 1) Comply with the applicable terms and regulations of the organization and of their position
- 2) Conduct themselves in a honest and professional manner with respect to personal integrity and group solidarity
- 3) Not engage in unethical coordination
- 4) Not use their power to influence the decision of the representatives nor seek personal advantage
- 5) Share responsibility for good public relations of the organization among the member schools or in the community
- 6) Attend the majority of the meetings (per the 80/20 rule) in a punctual and prepared manner
- 7) Work to resolve conflicts cooperatively, whether through the Executive Board or through the member organizations
- 8) Any clear and noted, repeated violation of the aforementioned principles are grounds to subject the Executive Board member to termination, after a thorough investigation of the validity of the claim
- 9) Withdrawal from the elected position should be conducted in the manner outlined in Article 5

Section 3- Chair

- 1) To oversee the All-ASA body and advise and support the organizations in order to maintain set policies, procedures, and adherence to the governing documents
- 2) Maintain overall responsibility for the operation of the All-ASA, particularly with calling all regular and special meetings
- 3) Act as the liaison and representative of the All-ASA within the community
- 4) Appointment of programming and administrative committees with consultation and approval from the All-ASA Senate

Section 4- Vice-Chair

- 1) Responsible for performing the duties of the Chair in his/her absence
 - 2) Maintain overall responsibility over the appointed committees of the All-ASA, both programming and administrative
 - 3) Work with all committees in administering procedure and process
- Responsible for convening a committee for a yearly review of the All-ASA Constitution
- 4) Responsible for taking on vacant position until they are filled

Section 5- Secretary

- 1) Responsible for taking meetings at all All-ASA Senate Meeting and posting them within 48 hours of the meeting
- 2) Work with the programming and administrative committees in preparing and distributing minutes of their meetings
- 3) Responsible for setting a clear agenda for All-ASA Senate and All-ASA General Body Meetings
- 4) Responsible for maintaining a collective calendar that includes programming from all organizations
- 5) Obtain and update contact information for organizations

Section 6- Treasurer

- 1) Preparation and maintenance of All-ASA yearly budget
- 2) Responsible for collection, processing, and distribution of any funds that are acquired by All-ASA, including dues
- 3) Documentation of all revenues and expenditures, detailed account of all transactions
- 4) Must submit a financial status report at every All-ASA Senate Meeting and an annual financial report at the end of the year
- 5) Must provide budgeting information and allocation to all committees, with consultation of All-ASA Senate

Section 7- Director of Information Technology

- 1) Maintenance and promotion of the All-ASA Website
- 2) Maintenance of the All-ASA social networking sites
- 3) Responsible for recording and databasing all of the All-ASA events
- 4) Promotion and circulation of events and programs of the All-ASA organizations
- 5) Responsible for maintaining and updating an All-ASA mailinglist

Section 8- Director of Public Relations

- 1) Responsible for working with Secretary and Webmaster for promotion of All-ASA organization events
- 2) Conducting all modes of publicity for All-ASA events
- 3) Preparation of media alerts and press releases for All-ASA events
- 4) Maintaining contact with and have a database of media networks (newspapers, magazines, news networks, etc.)

Section 9- Director of Community Outreach

- 1) Maintaining contact with and have a database of various community organizations, Armenian and non-Armenian
- 2) Responsible for coordinating community service and philanthropic activities
- 3) Reporting to the All-ASA on community-wide events and opportunities
- 4) Liaison between the All-ASA and various community organizations

Section 10- Director of Socials/Fundraising

- 1) Responsible for planning and coordinating all social activities of the All-ASA, at least one per academic quarter
- 2) Coordinate with Treasurer in research and application for local and national organizational service grants

Section 11- Advisor

- 1) Advise executive board members and committee chairs with comprehensive direction and guidance as they plan projects and events
- 2) Serve as a resource to the various administrative and programming committees
- 3) Assess risk management of All-ASA initiatives
- 4) Responsible for planning and coordinating trainings for the executive board

Article X- Elections

- 1) Nominations must be filed through an application form two weeks before the election date, in order to allow for the referencing of qualifications. Only applications received by the deadline will be considered nominees.
- 2) Elections shall be held at the third All-ASA General Body Meeting.
- 3) All candidates will be required to present themselves either in person or electronically through telecommunication means at the All-ASA General Body Meeting, detailing their reasons for seeking office. Delegates can field questions to the nominees at this point.

Section 1- Voting

- 1) Voting will be conducted through a secret ballot, with each Constituent Organization delegation receiving one vote. Observer Organizations are not granted a vote.
- 2) The nominee receiving the majority of the votes will assume the office.
- 3) The transition period for the new officers will begin after the elections, with the outgoing officers responsible for training the incoming officers.

Section 2- Run-off Elections

- 1) In the case of a tie, a run-off vote will be conducted. The candidate receiving the majority of those votes will assume the office.

Section 3- Vacancies

- 1) Vacant offices should be assumed by the Vice-President until they are filled
- 2) Call for applications will be sent out and a two-week deadline shall be established
- 3) Applicants have two weeks to submit an application to the Executive Board.
- 4) Presentations will be made to the All-ASA Senate.
- 5) Voting will be conducted at an All-ASA Senate Meeting, with each Constituent Organization being allocated one vote.

Section 4- Removal from Office

- 1) All elected officers may be subject to removal from office with violation of any of the Articles in the All-ASA Constitution
- 2) Any member organization may call upon the removal of an officer from their position with due cause. The officer must be notified of these requests.
- 3) Violation must be presented in writing at least two weeks prior to the meeting.
- 4) Removal from office can occur with a majority vote at the All-ASA Senate Meetings or All- ASA General Body Meeting.

Article XI- Committees

Section 1- Programming Committees

The All-ASA programming committees are outlined and created at the third General Body Meeting of the academic school year. They are the adopted initiatives for the upcoming year and receive a mandate, unless it is revoked, disbanded, or modified through an official vote. The programming committees should fall in line with the aims of the organization. The mandate and title of the All-ASA programming committee cannot be modified by the All-ASA committee itself, but must be conducted through the All-ASA Senate.

- 1) Programming committees will be assigned to the various Constituent Organizations of the All-ASA, in accordance with their interests. No organization may chair more than two committees.
- 2) The All-ASA Representative will be the Chair for their specific Programming committee. They are responsible for conducting the meetings and working with the respective Executive Board officers for logistical matters.
- 3) The chairing committee does not have the authority to make sole decisions as to the direction of their committee. In accordance with the initial mandate, all matters must be brought up for a vote within the All-ASA Senate Meetings.
- 4) Each programming committee will be required to report upon the progress of their committee at biweekly meetings, until they have conducted a wrap-up meeting.
- 5) If a delegate is not able to attend a programming committee meeting, they need to find a substitute from their respective organization and inform the Board and the Committee Chair 48-hours prior to the meeting.

Section 2- Ad-hoc/Emergency Committees

A representative of any Constituent Organization may form an ad-hoc committee at an official All-ASA Senate Meeting. They can be convened to deal with temporary issues facing the All-ASA. The ad hoc committee will operate as a programming committee, with the same reporting and voting guidelines.

Emergency and ad-hoc committees can be formed with a majority vote of the All-ASA Senate.

Article XII- Meetings

An official delegation of an organization must consist of at least one official representative of said organization and may only be comprised of official representatives.

Under no circumstances may an individual represent more than one organization or entity during the course of an All-ASA General Meeting, All-ASA Senate meeting, or All-ASA ad hoc committee meeting.

Under no circumstances may a delegation of one organization vote on the behalf of another organization in any All-ASA General Meeting, All-ASA Senate Meeting or All-ASA ad hoc committee meeting.

Only Constituent Organizations have the right to vote in matters called to a vote or in matters that are of a binding nature for the All-ASA in any meeting. A vote may only be exercised by an official delegation of a Constituent Organization.

No votes by Constituent organizations may be cast in-absentia at any All-ASA General Meeting, All-ASA Senate Meeting or All-ASA ad hoc committee meeting.

Section 1- All-ASA Senate Meetings

The All-ASA Senate meeting will be held on a biweekly schedule throughout the academic year. Each administrative committee and active programming committee is required to report on their progress during this time.

Votes may be conducted at Senate meetings, as long as quorum is met. Only Constituent Organizations are allowed to cast their votes for official, binding matters.

Agendas for the meeting will be sent out 72-hours before the meeting.

Emergency meetings can be scheduled and require a minimum 24-hour notification if they are to be called.

Section 2- All-ASA General Body Meetings

There should be three All-ASA General Body Meetings in a calendar year. These meetings shall be hosted by affiliated organizations of the All-ASA. Every committee must submit a progress report to the executive board two weeks prior to each GBM. The report should detail developments made in committee meetings and should contain a plan of action.

The meetings shall be held during months voted on by the Senate at the first meeting of the academic year. The exact date, time and location shall be decided by the All-ASA Senate during the previous All-ASA General Body Meeting, with consideration to the academic calendars of the organizations.

The hosting organization is responsible for setting the agenda for the meeting. Any requests for proposals, reviews and statements must be submitted to the hosting organization one week prior to the meeting. Any submissions received after this date will not be included on the agenda.

Every committee must submit a progress report to the executive board two weeks prior to the GBM. The report should detail developments made in committee meetings and should contain a plan of action.

Constituent and Observer Organizations may have up to three members attend the general body meeting.

Quorum is required to conduct any official business. This is a simple majority of the Constituent Organizations. If quorum is not met, no actions taken during the course of the meeting shall be considered official or binding.

If a Constituent Organization fails to present a delegation to the General Body Meeting, they lose their Constituent Organization status until the next General Body Meeting.

Article XIII- Finances and Obligations

Section 1- Membership Dues

- 1) There will be a base fee amount proposed and voted upon at the All-ASA General Body Meeting.
- 2) There will be a percentage set, upon consultation and collective agreement, of the amount that the organization will allocate to All-ASA.
- 3) For the current year, each Constituent Organization and Observing Organization is required to pay a base fee for membership that is decided and voted on at the start of every academic year.

Section 2- Accountability

All monies collected or raised belonging to All-ASA shall be deposited and disbursed through an established bank account for this organization. All funds must be deposited within one business day of collection.

Each organization will be given an updated budget report, detailing the allocations their dues were applied to.

Section 3- Penalty

A penalty fee will be applied to an organization that is tardy in submitting their dues.

If an Organization cannot pay, they are placed on a payment plan that is proposed by the Treasurer, while maintaining the right to vote. If an Organization cannot follow through with the details of the proposed payment plan, they will lose their Constituent status.

Article XIV – Attendance and Participation

Section 1- 80/20 Schedule

- 1) An organization must have an official delegation (1 representative at All-ASA Senate Meetings and up to 3 at All-ASA General Body Meetings) at 80% of all regularly scheduled meetings.
- 2) The Secretary of the Executive Board is responsible for maintaining an attendance chart. Attendance is subject to review every five weeks.
- 3) First Offense- When an organization falls below 80%, the representative will be notified of their delinquency. They can work with the administrative committees for raise their percentage.
- 4) Second Offense- If the absences persist, the organization with the delinquency will have their president and executive board notified. They will be asked to ensure that there is a delegation at scheduled meetings.
- 5) Third Offense- The delinquent organization will be placed on probation. They will lose their voting rights until they are in good standing.

Article XV- Amendments to the By-Laws

Amendments may only be voted upon during the course of an All-ASA General Body Meeting. A Constituent Organization must submit proposals for amendments at least two weeks before the meeting. The proposal must be circulated amongst the membership before an official vote is conducted.

In order to make any amendments to the Constitution, a 2/3 majority vote must occur. Any adopted amendment will be placed into effect immediately.

Article XVI- Parliamentary Authority

The latest edition of Robert's Rules of Order shall govern in all matters not provided for in this Constitution.

