

Constitution

Albanian American Student Organization

Wayne State University

September 2005

Preamble

We, the students of Wayne State University, affirming our responsibility to the student body, and realizing we have in common, a purpose within the campus community, hereby establish these by-laws with the objective of recognizing, supervising, and funding undergraduate collegiate activities and thus providing a greater fellowship between Albanian students as well as the greater student body of Wayne State University. The Albanian American Student Organization (AASO) seeks to provide its members and the community as a whole an enriched view of the extensive culture and strives to facilitate that by promoting higher education as well as providing monetary supplements in the form of scholarships to deserving college students in Michigan. The AASO aims to promote continuous exchange of ideas and the intellectual advancement of the organization and culture as a whole. The AASO shall operate and flourish according to the regulations mandated by this constitution and agreed upon by its members as well as accepted by Wayne State University.

Article I. Membership

Membership of the AASO shall consist of eighty percent (80%) Wayne State University students and twenty percent (20%) non Wayne State University students. Non Wayne State University students includes, but is not limited to, alumni and non-matriculating members.

To become a member, one must have attended 3 general meetings within a fiscal year. A fiscal year shall begin the first day of classes of the winter semester and end on the last day of classes of the fall semester. Attendance records shall be kept at all general assembly meetings. Active members from prior administrations shall carry over their status into the next fiscal year in which after a six (6) month period, a reevaluation of membership eligibility shall be conducted. Those deemed ineligible for active status shall be informed via email or alternate contact method within one week of deactivation. Any grievances or disputes must be filed with the council and a decision must be agreed upon by a majority of council members.

The AASO shall conform to university regulations and all non-discriminatory rules. Membership shall not be determined by gender, race, ethnic background, or age.

Article III. Organizational Activities

Activities will include fundraisers, meetings, lectures, seminars, social events, showcase displays, bake sales, concerts, and other various activities decided upon by the group.

Article IV. Meetings

General assembly meetings shall be conducted by method of Roberts Rule of Order. Meetings shall be held bi-monthly as well as an on-need basis. Members will be notified of meetings by, but not limited to, email, flyers, and phone calls. General meetings shall be announced at least one week in advance and emergency meetings will be notified as quickly as possible.

In order to constitute an official general assembly meeting, at least fifty percent (50%) of the officers must be present.

Article V. Officers and Duties

President

The President shall preside over all general assembly meetings.

The President shall be designated to represent the organization at all activities unless another officer is designated by the President to do so.

The President shall appoint chairs of all internal committees.

The President shall have the power to call special meetings. (Emergency Meetings) Notification of such meetings shall occur by methods set forth in Article IV of the Constitution.

The President shall act with the advice and consent of the organization's members.

The President shall serve as an authorized signer of all financial and administrative activity on behalf of the organization.

Vice President

The Vice President shall assist the President in the administration of the organization.

The Vice President shall make every effort to uphold the Constitution.

The Vice President shall assume the duties of President if the position becomes vacant or the President is deemed unable to administer his/her duties.

The Vice President shall serve as an authorized signer of all financial and administrative activity on behalf of the group.

Secretary

The Secretary shall keep record of all proceedings conducted by the group. Proceedings include, but are not limited to, general assembly meetings, council meetings, and committee meetings. Voting conducted at said proceedings shall be organized and documented by the Secretary.

The Secretary shall keep official correspondence and documents pertaining to the organization.

The Secretary shall be designated to update the organization's email and phone number list as well as check the postal mailbox for the group at the University.

Treasurer

The Treasurer shall keep account of all financial records and monetary transactions conducted by or for the organization.

The Treasurer shall make available financial records and reports to presiding officers as well as prepare financial statements every two months for the general assembly.

The Treasurer shall be an authorized signer of all financial transactions conducted on behalf of the organization.

Event Coordinator

The Event Coordinator shall be the designated officer in charge of planning organizational events. Duties shall include, but are not limited to, event proposal preparation, reservations, designating committee members for group events, as well as represent the organization at any meetings pertaining to event coordination.

The Event Coordinator shall be authorized to administer funds on behalf of the group with prior authorization from the President and/or Treasurer.

Article VI. Voting

Only AASO members belonging to the Wayne State University chapter shall be eligible to participate in official voting conducted during organizational proceedings.

Voting may be conducted verbally, by show of hands, secret ballots, or by absentee voting.

Absentee voting may be done only by active members of the organization. Absentee voters waive their right to anonymous voting and must submit their full name upon submission of their vote to the organization. Absentee votes may be sent via email or postal methods only.

Voting logs shall be kept, by the Secretary or designee, of all voting conducted by the organization.

Incoming freshman or new members may only vote after attending a minimum of two (2) meetings. At the third (3rd) meeting, the vote by a freshman or new member shall be valid.

Article VII. Elections

Elections for organization officers shall be conducted once every fiscal year. Elections shall take place in either the first (1st) or second (2nd) week of November.

Nominations for officers shall be conducted at the general assembly meeting prior to the said election day. Each nomination shall be brought before the organization and must be seconded as well as accepted by the nominee in order to be valid. A nominee must be a member of the Wayne State University chapter of the AASO in order to run. Freshman and new members must have attended 3 meetings to run for office. The third meeting must have occurred on or before the day of nominations. Nominees must prepare a presentation for the day of the election that will be limited to ten (10) minutes in length.

Only active Wayne State University students may hold officer positions. Officers must be active Wayne State University students when the paperwork is submitted to the university and he/she assumes their officer position.

The officers-elect shall assume organizational duties on the first (1st) day of classes of the winter semester. All email, office, and financial passwords and PIN codes shall be given to the council-elect and subsequently changed. Paperwork must be submitted by the new council to the University to be recognized as official council for the organization.

The elections shall be conducted by secret ballot or absentee voting. Absentee votes must be submitted prior to the election meeting. Vote count shall be conducted by 3 persons, the current President, Vice President, and Secretary. If any said officers are running for reelection, then an alternate counter shall be appointed in said order, Treasurer, Event Coordinator, Active General Member not running for office.

Article VIII. Replacement of Officers

The method of removing an officer shall consist of a “motion of removal” by any member to do so, followed by a ‘seconding’ of the motion and a subsequent vote among active members. An eighty (80) percent vote in the affirmative is required to pass the motion. If an officer position becomes vacant due to removal or inability to serve, an election shall be held to fill that position. If the Presidency becomes vacant, the Vice President will ascend and an election for Vice-President shall be held.

Article IX. Finances

Finances shall be administered by designated officers set forth by Article V of the Constitution.

Funds collected at Gjergj Kastrioti Scholarship (GKS) fundraiser events shall be subject to a seventy-five percent (75%) / twenty-five percent (25%) rule with the seventy-five percent going to the GKS fund account and twenty five percent going into the AASO’s general fund account. Funds subject to said rule include, but are not limited to, admission, raffles, and merchandise. Funds shall be deposited within five (5) business days of fundraiser. The AASO reserves the right to waive any or all of their twenty-five percent to the GKS fund.

One-hundred percent (100%) of any donation of personal funds, which include, but not limited to, personal or business checks and cash, will be given to the treasurer of the GKS council for deposit into account.

One-hundred percent (100%) of funds collected at non-GKS fundraising events shall go towards the AASO general fund account.

General member approval is required for all non event related transactions. Funds will be voted and granted upon approval in the affirmative.

The AASO’s general fund account at Wayne State University shall maintain a minimum of \$50 to cover expenses incurred for events and meetings within the university.

Article X. Constitutional Amendment Process

Amendments must be proposed by officers or members and discussed at general assembly meetings. Seventy-five percent (75%) of the officers and fifty percent (50%) of active members must be present and 2/3 vote in the affirmative is required in order to ratify the Constitution.