



THE ALBANIAN AMERICAN STUDENT ORGANIZATION OF MICHIGAN STATE UNIVERSITY CONSTITUTION

This document contains fundamental principles that govern this organization's operation.

The intention of this document is to set forth the purpose and delineate the basic operating structure of this organization. Members and potential members shall use this document as a reference order to understand the purpose of this organization.

Article I. Name and Purpose

Section 1.

The name of the organization shall be The Albanian American Student Organization of Michigan State University (AASO).

Section 2.

The Albanian American Student Organization of Michigan State University will address the social, economic, and political

conditions that affect Albanians throughout the world. The Organization will seek to promote awareness and understanding of these issues within the Michigan State University community by appropriate means such as seminars, meetings, publications, cultural events, summer projects, and other educational activities. The Albanian American Student Organization will also make an effort to promote and expand on awareness of Albanian culture. Furthermore, the Albanian American Student Organization will work with the rapidly growing Albanian community in the State of Michigan, while, maintaining a consciousness of the issues concerning the country of Albania. The Organization will seek to strengthen and develop the membership body through various social networks.

Article II. Membership

Section 1.

Membership for the Albanian American Student Organization of Michigan State University shall be open to all students currently enrolled at Michigan Sate University in good standing. The organization will not discriminate on the basis of age, color, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight. Also, only MSU students may be officers and/or voting members.

Section 2.

A student may become an active member by completing and returning the membership application with the membership dues for each academic year. It shall be up to the discretion of the Executive Board to set/adjust membership dues to a reasonable amount, as needed, on an annual basis or when the necessity arises.

Section 4.

A member shall be viewed in 'good standing' by regular attendance to the general membership meetings, seminars and workshops. A member of 'good standing' shall be one who shows a general interest in the organization by volunteering his/her time to the services and activities provided by the Organization.

Section 5.

Membership shall be retained until the student severs relations with Michigan State University whether by graduation or by other means. Membership will be retained during university scheduled vacations and recesses. Any member may resign at any time by filing a written resignation with the Secretary or President.

Article III. Officers

Section 1.

The Executive Board of the Albanian American Student Organization of Michigan State University shall be comprised of undergraduate students and/or active members currently enrolled and in good standing at Michigan State University.

Section 2.

The Executive Board of the Albanian American Student Organization of Michigan State University shall consist of the following positions and responsibilities:

President

Duties shall include but are not limited to:

- Shall be the chief executive officer of the Organization and shall maintain full responsibility for the control of its activities and programs.
- Serve as the representative for the Albanian American Student Organization of Michigan State University to corporations, students, other organizations and Michigan State University faculty and staff.
- Serve as chair for all meetings for the Albanian American Student Organization and delegate tasks and responsibilities as necessary.
- Meet regularly with Executive Board members to plan membership meetings and activities.
- Work with the Public Relations Officer to plan and coordinate at least two fundraising events during each semester both on and off campus.
- Plan the participation for Relay for life.
- Promote Albanian culture in the MSU community.
- Act as the liaison between the AASO-MSU chapter and the other AASO university chapters while providing timely and accurate reports on the activities of each group.
 - Register the Albanian American Student Organization of Michigan State University as a student organization each year.
- Make necessary revisions and amendments to the Constitution of the Albanian American Student Organization of Michigan State University.

Vice-President

Duties shall include but are not limited to:

- Assist the President in various tasks and projects as requested.
- Oversee the Albanian American Student Organization of Michigan State University in the case of the President's absence.
- Meet regularly with Executive Board members to plan general assembly meetings and activities.
- Assist/support all committees with various tasks and projects as needed.
- Coordinate two volunteer opportunities per semester for AASO members.

Treasurer

Duties shall include but are not limited to:

- Keep records of all financial transactions.
- Accurately track all account balance levels.
- Accountable for membership fee payment records.
- Meet regularly with Executive Board members to plan general assembly meetings and activities.
- Assist the Public Relations Officer in planning fund-raisers.
- Assist Executive Board Members in planning accurate budgets for various events.
- Approve all expenditures that use the Organization's funds.

Secretary

Duties shall include but are not limited to:

- Record general assembly and executive board meeting proceedings (minutes).
- Keep accurate records and files for the organization.
- Report minutes from proceeding meetings to general assembly

and to Executive Board members.

- Track all correspondence, university documents and forms for the Organization (thank you letters, etc....)
- Reserve meeting locations annually.
- Meet regularly with Executive Board members to plan general assembly meetings and activities.

Public Relations

Duties shall include but are not limited to:

- Monitor organizations membership and update the President on where membership rates stand.
- Develop ideas for the expansion of the organizations membership.
- Publicize the Albanian American Student Organization of Michigan State University and its activities, such as meetings, presentations, workshops, field trips, fundraising events, or other relevant information.
- Create, distribute and post all announcements relating to the organization through marketing means such as posters, flyers, adds in the State News, phone-a-thons, Campus T.V. and radio announcements and IT services (e- mail, Facebook, webpage).
- Work with the President to plan and coordinate at least two fundraising events during each semester.
- Consult the Executive Board of the Albanian American Student Organization concerning all fundraising activities.
- Fill out all the paperwork related with authorization of fundraiser activities.
- Meet regularly with Executive Board members to plan general assembly meetings and other activities.

Article IV. Office Terms

The executive Board of the Albanian American Student Organization of Michigan State University, which includes the President, Vice-President, Treasurer, Secretary, and Public Relations Officer, shall hold a seat for the duration of one academic school year. Executive Board members will be required to meet prior to the beginning of each academic year for planning of all organizational functions for the coming academic year. Executive Board elections shall be held during the second week of April of each year. Current officers may run and be re-elected for up to three terms of service on the Executive Board. It shall be the responsibility of each current Executive Board member to pass on all relevant records and information to the newly elected Executive Board. There shall be approximately a two-week transition prior to the end of the academic school year for the new Executive Board members.

Article V. The Advisor

The Albanian American Student Organization of Michigan State University must be a Michigan State University faculty, staff member or graduate student, or employee.

Article VI. Amendments

Section 1.

Active members and Executive Board members of the Albanian American Student Organization of Michigan State University may propose amendments.

Section 2.

An amendment from outside the executive board by an active member can be made by submitting three (3) typewritten copies of the proposed amendment to the executive board. The executive board shall review the proposed amendment and consult the advisor on his/her viewpoint. The review should take place prior to the next General Membership meeting, but may be subject to variation pending the circumstances of the proposal.

Section 3.

The proposed amendment shall be made know to the membership body during the General Membership meeting, and be put off for discussion and voting. The proposal shall become an amendment only with 2/3 of the votes by the general membership. Active members may decide to table a defeated proposal for future discussion and vote.