



**AsiaConnect: Asian Faculty and Staff Association
Constitution**

Adopted on April 27, 2012
Amended on November 16, 2020

Article I: Organization Name

The name of the organization shall be ***AsiaConnect: Asian Faculty and Staff Association (hereafter AsiaConnect)***.

Article II: Purpose Statement

AsiaConnect is an Affinity Group at Illinois State University. It shall be the purpose of AsiaConnect to:

1. Promote the various cultures of the Asian community to Illinois State and the Bloomington/Normal community at large;
2. Represent the interests, needs, and concerns of Asian faculty, staff, and students;
3. Promote communication, engage and support among the Asian community;
4. Develop cooperative relationships in the academic community and with student organizations;
5. Assist the University with the recruitment and retention of Asian faculty, staff, and students;
6. Support students in the form of offering scholarships if and when funding is available.

Article III: Membership

Section A: Membership is open to faculty, staff, administrative professionals, and annuitants affiliated with Illinois State University (ISU) and committed to the enhancement of the academic, social, and cultural environment of the Asian community. Current ISU faculty/staff must make up more than 51% of registered membership.

Section B: Membership is also open to non-ISU faculty, staff and community members interested in interacting, engaging and learning about Asian cultures.

Section C: Dues, contributions, sponsorships, endowment, and funding:

1. The fiscal year of the organization shall be from **July 1 to June 30 of the following year**.
2. Decisions regarding annual dues, contributions, sponsorships, endowment, and funding shall be made by the Executive Board.
3. The Association may receive, in good faith, monetary contributions, sponsorships, and endowment from individual, business organizations, and other entities who support the purpose of AsiaConnect.

Section D: Removal of membership

1. The organization and its members agree to adhere to University policies, city, state, and national laws. Any member found violating this may be removed from the organization.



Section E: Procedures of membership suspension, removal, and reinstatement:

1. Any member may have their membership suspended by the majority vote of the Executive Board.
2. The decision of suspension must be approved by the majority of registered members within 90 days of suspension.
3. Consent of two-thirds of registered members is required to revoke the membership of a member.
4. Any member whose membership is suspended/revoked may appeal to the Executive Board. The Executive Board must convene a general meeting to consider the appeal.
5. Said member shall be considered reinstated with two-thirds approval of the registered members.

Article IV: Voting

Section A: Each registered member in good standing may vote.

Section B: Voting by proxy will not be allowed except for elections of individuals to officer positions.

Article V: Officers

Section A: *AsiaConnect* shall have a President, Vice President, Secretary, and Treasurer. These officers and an elected member-at-large comprise the **Executive Board**.

Section B: All officers and the elected member-at-large must be members of *AsiaConnect* and currently employed within Illinois State University.

Section C: The term of office shall be two years from July 1 of the election year.

Section D: Election of officers and the member-at-large shall be held every two years in April. At least two-week notice shall be given before holding the election. Election can be held in person or electronically. Nominations shall be initiated in March and elections shall be done by ballot. The candidate in each office receiving the majority vote will be the elected officer.

Section E: Any Executive Board member may be removed from the position by a majority vote of the Executive Board. Any member removed may appeal to the Executive Board. The Executive Board must convene a general meeting within 30 days to consider the appeal. Said member shall be considered reinstated with two-thirds approval of the registered members.

Section F: Any vacancies with less than 6-month remaining term shall be filled by appointment by the President and vacancies with more than 6-month remaining term shall be filled by the election of officer by the registered members.

Section G: The President will serve for no more than two consecutive terms.

Article VI: Duties of Officers

Section A: The President

1. The President shall be the chief executive officer.
2. The President shall appoint all committee chairpersons.
3. The President, with approval of the Executive Board, directs the budget.
4. The President, along with the Treasurer shall be the registered custodian and signatory of AsiaConnect's account through its financial institution.

Section B: The Vice President

1. The Vice President shall assume the duties of the President should the office become vacant, or in the absence of the President.
2. The Vice President will be responsible for scheduling programs.
3. The Vice President will perform other duties as directed by the President.

Section C: The Secretary

1. The Secretary will maintain all records of the Association.
2. The Secretary will be responsible for recording the minutes of all meetings including the Executive Board meetings and the General meetings.
3. The Secretary will be responsible for maintaining the Association's website and social media.
4. The Secretary will maintain a complete and accurate account of attendance and membership status.
5. The Secretary will perform other duties as directed by the President.

Section D: The Treasurer

1. The Treasurer will be the Financial Officer of the Association.
2. The Treasurer, along with the President shall be the registered custodian and signatory of AsiaConnect's account through its financial institution.
3. The Treasurer is the liaison between Offices of ISU sponsoring the Affinity Group Funding and shall keep records of all financial transactions and reporting, and in compliance with the Policies, Guidelines and Procedures of Illinois State University and the State regarding the sources of the fund.
4. The Treasurer shall develop financial reports and present them at general meetings.
5. The Treasurer will be responsible for the review, verification, process, records keeping of all financial matters.
6. The Treasurer will perform other duties as directed by the President.

Section E: Member-at-large

1. The member-at-large will perform duties as directed by the President.

Article VII: Committee and Advisor Structure

Section A: The President in consultation with the Executive Board may appoint members to serve on the following **committees**:

1. Programming and Social Committee
2. Membership and Recruitment Committee
3. Campus and Community Outreach Committee
4. Ad Hoc Committee

Section B: The duties of the standing committees shall include:

1. **Programming and Social Committee:** Organizing and executing cultural lectures, seminars, workshops, and fellowship events.
2. **Membership and Recruitment Committee:** Recruiting members, maintaining membership directory, welcoming new members, exploring scholarship and career development opportunities for the members.
3. **Campus and Community Outreach Committee:** Recognizing achievements and honors of the members, advising the Executive Board on scholarship and funding availability; collaborating with student organizations and Asia-related organizations on and off campus, participating in cultural activities and diversity-related programs.
4. **Ad Hoc Committee:** Working on matters not specified above but deemed appropriate and necessary.

Section C: The President in consultation with the Executive Board may appoint Advisors to serve in special capacities on behalf of the organization.

Article VIII: Notice of Meetings

Section A: The time for regularly scheduled meetings shall be the fourth Friday of each month.

Section B: At least a 14-day notice shall be given for each regular meeting.

Section C: Special or emergency meetings may be called with a less than 14-day notice by the Executive Board.

Section D: As deemed necessary or appropriate, the Executive Board may decide not to hold a regularly scheduled meeting or hold a meeting on a date other than the regularly scheduled date for that month. In such cases a notice shall be sent to the members as soon as such decision is made.



Article IX: Amendments to the Constitution

Section A: Any registered member, with the written support of two other registered members, can propose amendments to the Constitution in writing to the Executive Board.

Section B: The Executive Board must distribute it to the registered membership within 90 days of the submission before a formal vote can be taken.

Section C: An affirmative vote by a majority of the registered members is needed to amend the Constitution.

Article X: Parliamentary Procedure

Section A: Robert's Rules of Order Revised shall be followed by the organization in all cases involving parliamentary procedure when it does not conflict with the constitution.

Section B: The rules may be suspended by two-thirds vote of the registered members.