

# CONSTITUTION & BYLAWS OF THE AMERICAN STUDIES STUDENT ASSOCIATION

## **ARTICLE 1. NAME AND PURPOSE OF THE ORGANIZATION**

**Section 1.** The name of this organization shall be the American Studies Student Association (herein referred to as “ASSA”).

**Section 2.** The purpose of this organization shall be:

1. to increase knowledge of American cultural life in the past and present
2. to promote American Studies as a field of study
3. to promote social interaction with students in the Department of American Studies
4. to promote professional/social interaction with faculty in the Department of American Studies
5. to promote and support the faculty and students of the Department of American Studies

## **ARTICLE II. REQUIREMENTS FOR MEMBERSHIP AND SELECTION OF MEMBERS**

**Section 1.** Membership in the organization shall be open to all those regularly-enrolled California State University, Fullerton students who are interested in membership. There shall be no other requirements for admission to regular membership. Each regular member has equal rights and privileges.

**Section 2.** Membership in this organization shall not be denied to any student at California State University, Fullerton on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability.

**Section 3.** There shall be a minimum of five (5) CSU Fullerton students who are currently enrolled in at least one class with a maximum of 20 percent of the members who are not CSU Fullerton students.

**Section 4.** There shall be three types of membership in the organization: officer, chair, and associate.

**Section 5.** Voting membership is limited to regularly-enrolled (non-extended education) students and faculty at California State University, Fullerton.

**Section 6.** Any eligible CSU Fullerton student or faculty member who attends two-consecutive meetings shall be a voting member as documented by the Secretary. Any eligible non-CSU Fullerton student who attends two-consecutive meetings shall be a voting member as documented by the Secretary. Officers and chairs are granted voting rights upon acceptance of their positions.

**Section 7.** Any member may be suspended or expelled from the organization for conduct contrary to the Constitution of the Association or for conduct which impairs the rights of the members to enjoy the benefits of the Association. The offense must be in writing and submitted by an Association

member. After the offense is submitted to the organization, the offending member has the right to a 24-hour notice before the Faculty Advisor may make the executive decision to suspend or expel said member.

**Section 8.** The Association shall not affiliate with any organization that participates in discriminatory practices nor will it knowingly do business with any establishment which discriminates on the basis of basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability.

**Section 9.** This Association, as well as any of its members, shall not conspire or engage in hazing nor shall they commit any act that potentially degrades, disgraces, or injures fellow students attending California State University, Fullerton.

### **ARTICLE III. OFFICERS**

**Section 1.** The elected officers of the organization shall be the President, Vice-President, Treasurer, Secretary, and other officers as necessary. The term of office for ASSA board members will be one academic year. Duties and responsibilities will begin on the first day of the fall semester and cease on the last day of the spring semester.

**Section 2.** Powers and Duties of Officers

- Clause 1. The President shall preside at all meetings of the organization. S/he shall be the official spokesperson of the organization, representing the policies, views and opinions of the organization in its relations with the campus and community at large. If s/he cannot attend ASSA meetings, the ASSA Vice-President shall attend in his/her place.
- Clause 2. The Vice-President shall assume the duties of the President during the absence of the latter. S/he shall reserve the rooms necessary to hold club events and meetings. S/he is also responsible for maximizing membership and updating the contact list as needed.
- Clause 3. The Treasurer handles all financial affairs and budgeting of the organization. S/he maintains AS Agency Accounts in the organization's name, which requires signatures of the Treasurer, President, and Faculty Advisor. S/he shall retain all financial records for the purpose of observation and audit by interested individuals.
- Clause 4. The Secretary, as official historian of the club, shall be responsible for recording the minutes of all meetings, as well as documenting the club's activities and events. All regular meeting notes will be sent to the officers and posted in the American Studies lounge for members to review.

**Section 3.** Officer Qualifications (ASSA President and ASSA Treasurer only):

- Clause 1. The President and Treasurer of the student organizations are required to meet the minimum requirements established for Minor Student Representative Student Officers by the CSU Chancellor's Office (EO-1068).
- a. Officers must be a matriculated and enrolled (non-extended education) student at California State University, Fullerton.
  - b. Officers must maintain a minimum cumulative 2.0 grade point average each term.
  - c. Officers must be in good standing and must not be on probation of any kind.
  - d. Undergraduates are required to earn six semester units per term while holding office. Graduates and credential students must earn three semester units per term while holding office.
  - e. Undergraduate officers are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential officers are allowed to earn a maximum of 50 semester units or 167 3 revised 12/10 percent of the units required for the graduate credential objective, whichever is greater.

**Section 4.** Petition by 2/3 of the voting members is cause for a recall election. The offense must be stated in writing and submitted by a member. After the offense is submitted to the ASSA, the offending officer has the right to a 48-hour notice of a hearing. A recall election will be conducted as a "Special Election." Recall requires an affirmative vote of 2/3 of the total voting membership.

**Section 5.** In the event an elected officer is unable to fulfill his/her term of office, there will be a special meeting with the officers of the Association and the President will announce the replacement. In the case the President is not present; the Vice-President will make the appointment based of the recommendations from the elected officers of the Association.

#### **ARTICLE IV. MEETINGS**

**Section 1.** Regular meetings are scheduled at a minimum three times a semester and shall not be held during the summer session, intersession, or on school holidays.

**Section 2.** Special meetings are called by the President or by the Faculty Advisor. All members must be given a minimum of 48 hours school days prior to the special meeting time.

**Section 3.** Business cannot be conducted unless a quorum of the membership is present. Quorum for this organization is defined as 2/3 of the elected officials.

#### **ARTICLE V. ELECTIONS**

**Section 1.** ASSA officers are elected once an academic year. Elections are held prior to the spring semester final examinations as scheduled by the Department of American Studies. The officers who cannot commit to a period of one academic year, an appointment of one semester will be allowed.

- Section 2.** At least one week’s notice will be provided for any meetings at which an election is held.
- Section 3.** Votes will be cast by ballot or viva voce and counted by the Faculty Advisor. If additional personnel are needed, they are to be asked by the Faculty Advisor.
- Section 4.** A candidate must receive a majority of the votes, or if necessary runoff elections will be held.

## **ARTICLE VI. ADVISORS**

- Section 1.** Any non-auxiliary employee on a minimum half time basis employed by CSU Fullerton can serve as advisor to this organization.
- Section 2.** An individual selected by the Department of American Studies at California State University, Fullerton will serve as advisor to ASSA. S/he will serve until replaced by another advisor.
- Section 3.** The advisor may be removed by a 2/3 vote of the ASSA officers through a written and signed letter submitted in to the Department chair.
- Section 4.** A staff member from the Dean of Students Office or a School Based Assistant Dean may be assigned to work with this organization to assist the faculty advisor and the organization.

## **ARTICLE VII. DUES AND USE OF TRADEMARKS**

- Section 1.** No dues shall be collected for membership into the Association.
- Section 2.** All the money must be deposited into an Associated Students, Incorporated Accounting Office agency account registered to the American Studies Student Association.
- Section 3.** The seals and logos used in connection with the Association are trademarks of the organizations they represent. The use of these trademarks by the Association shall be in compliance with the rules of their respective organization, which shall have the right to approve or reject any use of these trademarks by the Association at its discretion.

## **ARTICLE VIII. METHOD TO AMEND THE CONSTITUTION**

- Section 1.** Proposed constitutional amendments or changes will be presented, in writing, to the organization one meeting before this amendment is voted on.
- Section 2.** Amendments or revisions to this Constitution require a majority vote by the officers of this Association.

**Section 3.** In the event that any section of the Constitution is in conflict with the values of the Department of American Studies, that section shall be corrected by the ASSA President and with the approval of the Faculty Advisor, will become part of this Constitution.

**Section 4.** A copy of this constitution/by-laws and/or amendments to this constitution must be filed in the Dean of Students Office at CSU Fullerton every 2 years or within 90 days after any substantive change or amendment.

### **ARTICLE IX. DISBURSAL OF ORGANIZATION ASSETS**

**Section 1.** In the event the American Studies Student Association should become defunct, all assets will be turned over to the CSU Fullerton Department of American Studies, to be used to carry out the purposes as stated in this Constitution.

### **ARTICLE X. STATEMENT OF AFFILIATION**

**Section 1.** This organization is affiliated with the American Studies Association.

**Section 2.** A copy of the constitution/by-laws of the American Studies Association must be filed in the Dean of Students' office at CSU Fullerton.

### **ARTICLE XI. RULES OF ORDER**

**Section 1.** The American Studies Student Association accepts Robert's Rules of Order as its Rules of Order.

**Section 2.** Any issue not directly written in this document will be resolved by referring to the Rules of Order.

### **ARTICLE XII. APPROVAL**

**Section 1.** The constitution was approved on June 7, 2016.