CONSTITUTION OF THE ASIAN PACIFIC STUDENT ORGANIZATION

ARTICLE I. NAME

Section 1. The name of this organization shall be Asian Pacific Student Organization (APSO)

Section 2. The organization is affiliated with Asian American Pacific Islander Affairs (AAPIA)

ARTICLE II. OBJECT OR PURPOSE

The purpose of this organization shall be to support those of Asian and Pacific Islander dissent through academics, and social opportunities. APSO is a group to set out to recruit and retain Asian and Pacific students by promoting and celebrating Asian and Pacific cultural roots. Most important event focused on will be the annual Asian Pacific American Conference held at MNSU.

ARTICLE III. MEMBERSHIP

Section 1. Membership in this organization is open to students from Minnesota State University-Mankato of Asian and/or Pacific Islander dissent and those interested in the culture. Although this organization is directed to MSU students, those outside of MSU are welcomed to join as well.

Section 2. Membership will be established by:
   a. signing the contract (include t-shirt if active member, if not then there will be a fee)
   b. regular attendance
   c. effort is noticed

ARTICLE IV. OFFICERS

Section 1. The order of officers for this organization shall be President, Vice President, Treasurer, Secretary and Activities Coordinator.

Section 2. Duties of each officer:

President
1. Should be head officer of APSO with responsibility for administering and coordinating the policies of APSO. S/he shall also exercise all the duties and privileges associated with the position.
2. Should have the power to appoint any vacant positions left through elections unless there are members who are interested in filling that position. If that is the case, then an election shall take place.
3. Should be able to give an announcement to the board members of the current state of the organization.
4. Should call forth and coordinate meetings with other Board Members.
5. Should be responsible for planning and leading cultural activities on/off campus.
6. Should serve as a liaison for APSO and serve as head spokesperson for APSO on all functions, unless otherwise stated by the President of APSO.
7. Should not hold another President or Vice-President position on any other multicultural organization in the Ethnic Student Activities Committee.
8. Should keep members informed of multicultural events on Minnesota State University, Mankato campus or other general information beneficial to APSO.
9. Should know the APSO constitution thoroughly.
10. Should have the consent to withdraw funds to a maximum of $100 without the consent of the general members, but has to inform one other board member.
11. Should write out agenda for board meeting.
12. May request a board meeting if needed
13. Portray a positive and effective attitude

**Vice-President**
1. Should serve as chairperson of administrative functions and assume the role of the President in his/her absence.
2. Should look for areas of improvement within APSO.
3. Should supervise a file of permanent policies and all work done by APSO.
4. Should be the one to count hands in case of a hand vote or ballots in case of a secret ballot.
5. Should not hold another President or Vice-President position on any other multicultural organization in the Ethnic Student Activities Committee.
6. Should know the APSO constitution thoroughly.
7. Should have the consent to withdraw funds to a maximum of $100 without the consent of the general members, but has to inform one other board member.
8. May request a board meeting if needed
9. Portray a positive and effective attitude

**Treasurer**
1. Should be responsible for the keeping of all funds.
2. Should be responsible for records of expenditures, expenses and incoming funds.
3. Should serve as a financial advisor to any special committee regarding APSO.
4. Should not be able to withdraw funds in the amount of more than $100 without consent of the President and his/her signature or two-thirds membership vote.
5. Should keep records of all fundraisers and ideas.
6. Should give a monthly oral report of funds and have books in order.
7. Should know the APSO constitution thoroughly.
8. Should have the consent to withdraw funds to a maximum of $100 without the consent of the general members, but has to inform one other board member.
9. May request a board meeting if needed
10. Portray a positive and effective attitude
**Secretary**
1. Should record minutes of all meetings
2. write out agenda for following general meeting
3. Should notify members of all meeting dates, places and times.
4. Should notify members of meeting minutes no later than 2 days after the meeting has been held
5. Should keep records of attendance and any documents that pertains APSO.
6. Should assist the Vice-President in counting hands in case of a hand vote or ballots in case of a secret ballot.
7. Should know the APSO constitution thoroughly.
8. Should have the consent to withdraw funds to a maximum of $100 without the consent of the general members, but has to inform one other board member.
9. May request a board meeting if needed
10. Portray a positive and effective attitude

**Activities Coordinator**
1. Should be responsible to organize educational, social, cultural, recreation activities done in APSO.
2. Activities should be appropriate and approved by the board.
3. Should be in charge of providing sufficient materials for activities
4. Plan at least one activity per month.
5. The activities should encourage member’s involvement in APSO.
6. Should know the APSO constitution thoroughly.
7. Should have the consent to withdraw funds to a maximum of $100 without the consent of the general members, but has to inform one other board member.
8. May request a board meeting if needed
9. Portray a positive and effective attitude

**Section 3.** Date of election and length of term in office.
a. Nominations for next year’s board members should be held the following meeting after the Asian Pacific American Conference (APAC)
b. Each year for re-elections of board members will be chosen by vote.
c. Each board member can only serve 2 terms in any one position
d. Elections will be held a week after nominations

**Section 4.** Method of election.
a. During the week of nominations the members will be given a form and they will have the chance to self nominate or nominate their fellow members
b. Nominations will be anonymous
c. Nominations will be finalized once the board has consulted all nominees.
d. An interview will take place between the current board and the candidate.
e. The current board should announce the new board to all the members no later than a week after elections.
f. Once the new board has been elected they should shadow the old board. Each of the old officers should mentor the new elected officer who will be holding their position in the upcoming year.
Section 5. Office vacancies may be filled by:
a. In any event where a person on the board can’t fulfill their duties, the board member next in line will fill their spot. From President, Vice President, Treasurer, Secretary, Activities Coordinator.
b. Hold nominations for the open position after all higher board members are filled.
   Any election should be held within the first two meetings.

Section 6. Officer Eligibility.
a. Officers must be in good academic and disciplinary standing at the time of their election and remain in good standing during their tenure in office. Must have a minimum of one year experience in APSO or previous board must approve.
b. Must hold a cumulative G.P.A of 2.0.

Section 7. Removal from Office.
a. Any officer who has failed to fulfill their responsibilities may be removed by the plurality of votes of the entire membership during a special meeting held for this purpose. A petition for the removal of an officer must be submitted first to the APSO’s board and advisor(s) and then to the entire membership at least one week prior to the special meeting and all parties concerned shall have the opportunity to present their case. Proceedings in such cases shall be confidential. A vacant office shall be filled according to Section 5, but if board members refuse to fill according to order, then will be open to the floor and will be given an interview. But if filling for president’s position, advisor will be present.

ARTICLE V
ADVISORY AND GOVERNANCE

Section 1. Provision for the election of advisor in cases that the board would like to change APSO’s current advisor.
a. There should be only one advisor for the APSO unless otherwise agreed within the current board and members.
b. Nominations and recommendations will be discussed by the board where they will narrow down the nominees. Nominees must be MNSU faculty or staff members.
c. The APSO members will vote for the candidate who they believe would be the best advisor.
d. The board will have the final decision on who will be chosen as the advisor.
e. An advisor should not be able to make any decisions for APSO unless he or she has the consent of the Board members.
f. The advisor will work closely with the board members by advising them. The board and advisor should keep each other in check.

ARTICLE VI
FINANCE

Section 1. Source of funds.
a. Funds may be in forms of monetary, volunteer, donations by sponsorship, or food.

Section 2. State the method of the expenditure of funds.
a. When donors give to the APSO, they have the option to decide where they would like to
allocate their donation(s):
1) Food for meetings
2) APAC
3) Activities and trips
4) Other

Section 3. Records of Donations.
a. The treasurer should keep a record of all donors with address, contact info, and how much was
   donated to the group. It is then the treasurer’s responsibility to manage the donations given to
   APSO.

ARTICLE VII.
MEETINGS

Section 1. Meetings shall be held.
a. Every week for general meetings unless notified.
b. General meetings will be a maximum of one hour long.
c. Board meetings will be held after GM’s.

Section 2. Provisions for special meetings.
a. Special meetings may be called by the President at any time when notified.

ARTICLE VIII.
METHOD OF AMENDMENT

Section 1. Provisions for amending the constitution.
a. Constitution can be amended through approval of board members along with at least two
   thirds vote of revision of members.