



# **Armenian Society of Columbia University** **Constitution**

## **Article I: TITLE**

The official name of this organization shall be Armenian Society of Columbia University (hereafter, "ASCU").

## **Article II: PURPOSE**

The purpose of the Armenian Society of Columbia University is to unite students of Armenian descent and work toward a common goal of promoting our culture, heritage and history. Organization is promoting the Armenian culture and heritage at Columbia University and developing a network of students and alumni of Armenian descent or with an interest in the Armenian culture and history. ASCU also works with other Armenian as well as non-Armenian organizations and student societies to organize events and projects that help to promote the purpose of the society.

## **Article III: MEMBERSHIP**

Group membership is open to all members of the Columbia University community. All meetings and events are open for public.

## **Article IV: EXECUTIVE BOARD**

### **SECTION ONE**

The Executive board (hereafter, "Board") shall consist of

- 1) President; 2) Vice President; 3) Treasurer; 4) Secretary; 5) Program Coordinator

### **SECTION TWO**

Board members will be elected during the last meeting of spring semester in each academic year. Each Board member shall cast one vote per position. Election procedures are as follows: general nominations will be solicited at the last meeting of spring semester; upon acceptance of the nomination, candidates will be elected by simple majority of general membership in attendance. Election shall be through a secret and unanimous ballot. Both nomination and election of the executive officers must have the following order: President, Vice President, Secretary, Treasurer, and Program Coordinator. In case of disapproval of the candidate for the position run, the same candidate can propose his/her nomination for another available position on the list.

Prior to the acceptance of nominations, the candidates must address the ASCU members in attendance with a self-descriptive short presentation.

### **SECTION THREE**

Each position must be occupied by a single undergraduate or graduate Columbia University student. In the event of a tie, the floor must open for nominations and another vote must take place. The positions of President, Vice President, Treasurer, Secretary and Program Coordinator must be filled each academic year. Members of the Executive Board must assume the responsibilities of any unfilled positions. The roles of President and Treasurer must be occupied by two different members of the Club. If there is only



position of President filled, budget and all legitimate documents must be presented to the entire ASCU members and must have the signature of one constituent other than the President.

## SECTION FOUR

Duties of Committee Members are as follows:

### A) President

1. Shall be elected each academic year.
2. Convenes and chairs all Board meetings.
3. Meets regularly with the student organization Advisor(s).
4. Meets regularly with the Armenian Board of Columbia University.
5. Works with the treasurer for the purpose of fundraising and proposes drafts to the Board for approval
6. Takes necessary actions with the accordance of the Board knowledge and general consent for the promotion and advertisement of the organization
7. Oversees the Board actions through constitutional provisions

### B) Vice President

1. Shall be elected each academic year.
2. Assists the President with duties.
3. Fulfills the duties of the President in her/his absence.

### C) Treasurer

1. Shall be elected each academic year.
2. Designs the budget for each academic year, and submits it to the Board for approval.
3. Accounts for all incoming and outgoing Club funds.
4. Approves all budget requests in conjunction with the Board.
5. Submits a financial report to general membership during the first month and last month of each semester or after each major transaction.
6. Must attend mandatory ABC Treasurer's Trainings, and assist in handling pre-calendar forms and allocation packets.

### D) Secretary

1. Shall be elected each academic year.
2. Records the minutes of each Board meeting
3. Submits an abstract of each major event to the general membership of the organization in a week after the date of the event
4. Communicates meeting/events schedule to general membership via weekly emails, and maintains club email account.

### E) Program Coordinator

1. Shall be elected each academic year
2. Takes necessary administrative actions for the organization of programs in accordance with the members of the Board
3. Maintains the order and calendaring of the programs approved by the Board



4. Creates and maintains effective communication with the Board members and other parties affiliated to the calendared programs during each academic year
5. Works closely with the university staff responsible for on-campus activities

## **Article V: PROCEDURAL PROVISIONS**

### **SECTION ONE**

All meetings must be held according to the items stated on the agenda of each meeting. Agenda must be approved by the simple majority of the Board at the beginning of the meeting, after stating the quorum. All meetings should be documented properly in terms of Minutes, which are also subject of the Board approval afterwards.

### **SECTION TWO**

Any activity involving the name of this organization (stated in the Article I), which is subject of a public judgment must be approved by the Board members after the quorum is stated; any change, amendment or innovation regarding this organization is a subject of the Board approval before it can be served to the public judgment.

## **Article VI: REQUIREMENTS**

### **SECTION ONE**

Only Columbia University students of Armenian descent are eligible to serve as Executive Board Officers.

Each Board member must be dedicated to the purpose of this organization stated in Article II, and must make a commitment to further these aims. Each Board position is limited to one-year serves. No member may occupy more than one Executive Board position during each academic year. Nominees for the position of President must have served at least two semesters as a member of the organization.

### **SECTION TWO**

Eligibility to vote for the Executive Board:

Graduating members may vote.

Columbia University undergraduate and graduate students may vote.

Columbia University faculty and staff may vote.

## **Article VII: RESIGNATION AND REMOVAL**

### **SECTION ONE**

Membership on the Executive Board is on a voluntary basis. Letters of resignation from the Vice President, Treasurer, Secretary or Program Coordinator must be submitted to the President at least one week prior to desired date of resignation. The President must then notify all the ASCU members. Once approved by President, an election to fill the vacating office will be held.

Letters of resignation by the President must be submitted to the Vice President. The President will present her/his resignation to the ASCU at the following meeting. At that meeting, if the Vice President is not willing to occupy the office of President, an election for a new President will be held. If the Vice



## IV



President opts to fulfill the duties of President for the remainder of the academic year, an election will be held to fill the office of Vice President.

### **SECTION TWO**

Any Executive Board member may be impeached on the basis of misappropriation/abuse of organization's funds or for other violations of the organization's constitution. Any suspicion of such abuse must be thoroughly investigated by the Executive Board. The Armenian Board at Columbia University must be notified of such suspicions.

### **SECTION THREE**

Impeachment proceedings may be least against an officer by any Board member. A motion must be made in a written form and submitted to the President for appropriate action. Upon receipt of such a motion, the President shall schedule an emergency meeting of the ASCU general membership to communicate the nature of the motion and provide an open forum for general membership to evaluate the charges being brought. Prior to this meeting, the officer against whom the motion is brought must be informed of the charge and given an opportunity to prepare a response for the general meeting. Impeachment must be supported by two-thirds of the general membership in attendance. In the event that the motion of impeachment is brought against the President, that motion must be made in a written form and submitted to the Vice President. The Vice President will be responsible for following the impeachment procedures as outlined in Article VI, Section 3.1.

## **Article VIII: AMENDMENTS**

### **SECTION ONE**

Any article of this Constitution may be amended. Constitutional amendments can be made only by the Board members, and such amendments shall be submitted in writing to all members of the Club for review. The Board member who suggested the amendment must present his/her proposal to the Board members prior to the voting. Each member of the executive board must vote by handwritten ballot to either approve or veto the amendment.

### **SECTION TWO**

Constitutional amendment can be initiated under a condition of having four (4) out of five (5) Executive Board positions occupied. With more than one (1) vacant Executive Board position any kind of constitutional amendment is prohibited. Two-thirds majority approval by the Executive Board is needed to initiate Constitutional Amendment. Two-thirds majority approval by the Executive Board is required to pass the Constitutional Amendment.