



ASSOCIATION OF AFRICAN STUDENTS
UNIVERSITY OF TSUKUBA

THE CONSTITUTION OF AASUT

DATE OF CREATION: MARCH 10th, 2016

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ARTICLE I: Name

Section 1: The name of this association shall be the Association of African Students, University of Tsukuba henceforth referred to as AASUT.

Section 2: The official website of AASUT shall be www.aasutjp.weebly.com

Section 3: The official Facebook group of AASUT shall be “The Association of African Students, University of Tsukuba”.

Section 4: The official email address of AASUT shall be aasut.jp@gmail.com.

ARTICLE II: Purpose and missions

Section 1: The purpose of the AASUT shall be to create a platform that brings together all African Students studying at the University of Tsukuba and affiliate institutions.

Section 2: The missions of the AASUT are as follows:

- Create a forum for African students to voice their distinctive concerns and interests.
- Promote greater diversity and international awareness in the university community through a social network based upon the common experience of studying abroad in Tsukuba, Japan.
- Serve as an African student representative with the International Student Center.
- Establish an alumni network that will serve as a resource for African students.

ARTICLE III: Membership

Section 1: Membership in the AASUT shall be open to all African students or students of African descent belonging to the University of Tsukuba regardless of their country, race, gender, color, religion, ethnic origin, marital status, sexual orientation, age, disability, veteran status, or any other classification protected by law, so that all members of the association are treated at all times with equality, dignity and respect.

Section 2: All members shall pay a membership fee.

Section 3: Active membership shall be determined by attendance at 75% of all meetings during the academic year, active participation in all activities sponsored by AASUT unless the activity interferes with either their studies or job. Once a student graduates or ceases to be a student at the University of Tsukuba, his/her membership in the AASUT shall cease.

Section 4: Any member's membership may be revoked for violation of the purposes of the association by a two-thirds vote of the AASUT members. The charged member in question must be notified first with a written warning by the President of the association. If the problem persists the EC will proceed with the revocation of membership. The charged member must be given notice of this pending action at least one week prior to the removal decision. Written charges by a member are to be presented to the Executive Committee who will notify the member in question with sufficient opportunity given for the member to answer for charges at an Extraordinary General Assembly. Voting for removal from membership is to be done by secret ballot. The member in question must be notified immediately of the outcome of the vote.

ARTICLE IV: Executive council members

Section 1: The executive council (EC) members shall consist of a President, Vice President of Finance, Vice President of Communication, and Vice President of Project Management. The EC members shall be responsible for all administrative duties of the AASUT.

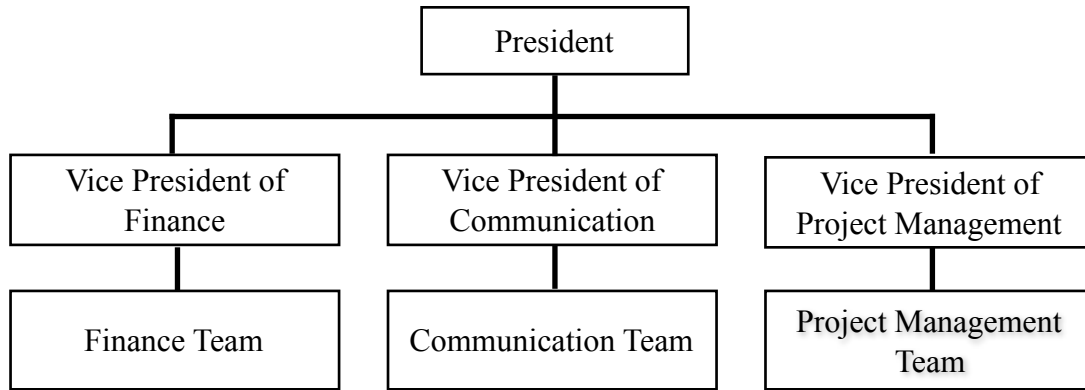
Section 2: The President shall have the power to establish and maintain operation procedures of the association, call meetings in consultation of with the other EC members, and answer for all actions of the other EC members. The President shall be able to vote on all decisions affecting the association. In his/her absence, the President should delegate his/her duties to one of the Vice Presidents on a rotational basis.

Section 3: The Vice President of Finance shall receive and safe keep and allocate AASUT funds upon the authorization of the President, one of the EC members and one of the active members of the AASUT. This shall be done in accordance with the financial rules and regulations of the University of Tsukuba. AASUT funds are strictly the responsibility of the the Vice President of Finance. In the case of loss of the money safeguarded by the Vice President of Finance, the Vice President of Finance must replace the money from his personal pocket. The Vice President of Finance shall make financial reports at all EC meetings, and at the General Assemblies of the AASUT, and coordinate fundraising activities.

Section 4: The Vice President of Communication shall keep accurate and detailed records of all meetings and affairs, send/transmit all official AASUT correspondence to members, coordinate preparation and distribution of association flyers, handouts, publications and update the website and Facebook group of AASUT.

Section 5: The Vice President of Project Management shall be responsible for the organization and execution of the projects of AASUT in consultation with his team members.

Section 6: Structure of the Executive Council



ARTICLE V: Elections

Section 1: The EC shall be elected by the members of the AASUT to serve a term of one year. The term of office for all EC members shall begin on April 1st and end on March 31st of the following year. Elections shall be held at the third General Assembly of AASUT, which will be held late February. The members of the EC shall be elected by means of a ballot. An electoral committee shall be formed of the current President and two AASUT members who are not presenting themselves for candidature.

Section 2: Any active AASUT member may present himself as candidate for one of the EC positions according to the eligibility conditions cited in ARTICLE V Section 6.

Section 3: Voting shall take place after the close of electoral campaigns given by each candidate for corresponding EC positions. EC members shall be elected by majority vote of present and active AASUT members (Quorum).

Section 4: Quorum shall be defined as fifty percent plus one (50% + 1) of the total of AASUT active members. Quorum must be reached for official votes to take place. If quorum is not reached, a second General Assembly will be scheduled for up to one week following the initial General Assembly. If quorum is not reached at the second General Assembly, EC members shall be elected by majority vote of present AASUT members.

Section 5: In the case of vacancies occurring in any of the EC positions following resignation or removal, the members of the committee in question may elect a member of the same committee to fill the corresponding vacant position.

Section 6: Eligibility conditions: EC members must strictly fulfill the following conditions to be eligible for candidature:

- Must be an active member of AASUT during the previous year (Attendance at 75% of all meetings during the academic year, active participation in all activities sponsored by AASUT unless the activity interferes with either studies or work).
- Must have enough time along side his/her studies and other responsibilities to dedicate to the running of the association.
- Must have not held the same position during the previous year.
- Vice Presidents may present themselves for the position of President but may not present themselves for other Vice President positions.
- A member who has held the President position may not apply for any Vice President positions.
- Must belong to a laboratory situated on the University of Tsukuba campus.

ARTICLE VI: Removal from position

Section 1: Any EC member may be removed from office for failure to perform his/her prescribed duties, by a two-thirds vote of active members, provided that all members are notified of this pending action at least one week prior to the removal decision.

Section 2: Removal from position can occur either for failure to carry out the responsibilities assigned to him/her, or for actions that violate the purposes of the association (refer to ARTICLE XI). Written charges by a member are to be presented to the EC who will notify the charged EC member in question. The charged EC member shall be given an opportunity to answer for charges at an Extraordinary General Assembly called by the EC one week following the presentation of charges.

ARTICLE VII: Meetings

Section 1: Three General Assemblies (GA) shall be held throughout the year, as follows:

- 1) The first GA shall be held at the end of April, the purpose of which is as follows:
 - for the new EC to present their plan for the year,
 - to welcome the new African students to AASUT.
- 2) The second GA shall be held at the end of October, the purpose of which is as follows:
 - for the current EC to present a report of progress,
 - to welcome new African students to AASUT.
- 3) The third GA shall be held at the end of February, the purpose of which is as follows:
 - for the current EC to present a final report of AASUT activities,
 - for the election of the new EC members of the next mandate (candidates shall present their electoral campaigns during this meeting),
 - Farewell party.

Section 2: Extraordinary General Assemblies (EGA) shall be called by the EC and announced by the President, as needed. Notice of EGAs must be given to all AASUT members in the timeliest manner possible, usually not less than one week before. The official means of notifying members shall be agreed upon at the first meeting held after the election of the new EC.

Section 3: Any member of the EC can call for an EGA.

Section 4: Official dates of GAs must be provided to all AASUT members one month before the GA.

ARTICLE VIII: Funding

Section 1: Dues shall be charged for membership in the AASUT. The amount of dues charged shall be determined at the third GA for the following year.

Yearly membership shall expire on the last day of the Spring Semester. Membership dues must be paid during the first GA of the New Year, to be collected by the Vice President of Finance.

Section 2: AASUT shall, as it deems necessary, undertake fundraisers for its own purposes. All fundraising shall be conducted in accordance with University policies and regulations.

ARTICLE IX: Amendments

Amendments to this constitution shall be adopted by a two-thirds vote of active AASUT members during an EGA.

ARTICLE X: Jurisdiction

AASUT is subject, as a registered student association, to the rules, regulations, and policies of the University of Tsukuba. The rules, regulations, and policies of the University of Tsukuba shall hold precedence over any and all rules, regulations, and policies applying to AASUT.

ARTICLE XI: Organizational integrity

The following are specifically prohibited actions:

1. Allowing non-members to manipulate or improperly influence the association's structure, activities or decisions.
2. Misrepresentation (any attempt to use the name or privileges of AASUT for other than the expressly stated purpose and missions of the association, please refer to ARTICLE II).
3. Signing someone else's name without authorization.
4. Supplying false or misleading information on an application or request form.
5. Knowingly accepting or using false identification.

6. Failing to follow the association's constitution.
7. Holding improper elections; attempting to give any candidate an unfair advantage in an election.
8. Fronting (misrepresentation specifically designed to gain access to university benefits, especially facilities, for any person or group that would be otherwise ineligible for such benefits).
9. Soliciting outside funding without prior approval (development efforts must be coordinated through the International Student Center).
10. Using AASUT funds for personal purposes.

ARTICLE XII: Passing to the status of Alumnus

AASUT members who leave the University of Tsukuba and desire to stay connected to the association and/or to contribute (non-financially) to the wellbeing of its members may pass to the status of AASUT Alumnus.