

Bylaws of Asian Alliance
Marist College
Updated Wednesday, March 26, 2014

Article I Name

The official name of this organization is Asian Alliance.

Article II Purpose

Asian Alliance is a social club dedicated to students who are interested in learning about Asian cultures, exploring differences and promoting diversity, integrity, and unity among all students.

Article III Members

Section I

Types

Asian Alliance shall consist of two types of members:

1. Officers
2. General members

Section II

Qualifications

1. All officers (except the president) must be full-time Marist undergraduates.
2. The president must be a full-time student who has attended Marist for at least one semester.
3. A general member must be a full time, part-time, undergraduate or graduate Marist student.

Section III

Fees and dues

1. There are no fees or dues required for Asian Alliance.

Section IV

Provisions of resignation

1. Officers may resign if they can no longer fill the requirements of the position.
2. Officers may resign if they no longer want the position.
3. Any vacancies of officers shall be filled by nomination and majority vote by the members of Asian Alliance.
4. All outgoing officers must train and transition the incoming officers of their respective positions.

Article IV Officers

Section I

Duties of Officers

1. President
 - a. Oversee all Asian Alliance club events and meetings.
 - b. Plan each semester's events and meetings with input from members and the board.
 - c. Budget allocations with the treasurer.
 - d. Run Asian Alliance in proper conduct according to the proper Marist and Student Government Association standards and rules.
 - e. Organize and lead board meetings bi-weekly unless otherwise determined by the board
 - f. Work with the secretary on priority point distribution.

- g. Check the Asian Alliance mailbox in the Council of Clubs room.
 - h. Set up for the event or meeting 15 minutes prior to the scheduled time.
 - i. Fill out check requests, petty cash forms, purchase orders, and/or check reimbursement forms should the treasurer be unable to fulfill his/her position.
2. Vice President
- a. Assist the president with planning and organizing events.
 - b. Act as interim President should the president be unable to attend an event or meeting.
 - c. Fill out evaluation forms.
 - d. Act as liaison between Asian Alliance and the respective catering services or performers.
 - e. Complete room reservations and tech request forms at least seven days prior to the event.
 - f. Attend board meetings bi-weekly unless otherwise determined by the board.
 - g. Check the Asian Alliance mailbox in the Council of Clubs room.
 - h. Input suggestions to plan for each semester's events and meetings.
 - i. Set up for the event or meeting 15 minutes prior to the scheduled time.
3. Treasurer
- a. File all financial records and forms for Asian Alliance.
 - b. Budget allocations with the president.
 - c. Fill out check requests, petty cash forms, purchase orders, and/or check reimbursement forms.
 - d. Submit financial forms to the Business Office at least seven days in advance.
 - e. Attend board meetings bi-weekly unless otherwise determined by the board.
 - f. Check the Asian Alliance mailbox in the Council of Clubs room.
 - g. Input suggestions to plan for each semester's events and meetings.
 - h. Set up for the event or meeting 15 minutes prior to the scheduled time.
4. Secretary
- a. Sign out attendance swipers from College Activities before every event or meeting.
 - b. Record attendance using the swiper through <http://sga.marist.edu/clubs>.
 - c. Work with the president on priority point distribution.
 - d. Upload priority points.
 - e. Send announcement emails to members about upcoming events and meetings seven days prior to the scheduled date.
 - f. Send reminder emails to members about upcoming events and meetings one to two days prior to the scheduled date.
 - g. Attend board meetings bi-weekly unless otherwise determined by the board.
 - h. Check the Asian Alliance mailbox in the Council of Clubs room.
 - i. Input suggestions to plan for each semester's events and meetings.
 - j. Set up for the event or meeting 15 minutes prior to the scheduled time.
5. Public Relations
- a. Publicize upcoming events and meetings through flyers or other forms of creative advertising.
 - b. Submit flyers and other forms of advertising to College Activities for approval at least 24 hours in advance.
 - c. Distribute flyers across campus on designated bulletin boards after approval from College Activities is received.
 - d. Act as liaison between Asian Alliance and co-sponsoring clubs.
 - e. Contact other clubs if there are co-sponsored events that require collaborative advertising.
 - f. Facilitate groups and/or pages on social networks such as Facebook and/or Twitter.
 - g. Send messages and reminders to social network groups and/or pages about upcoming events and meetings.

- h. Attend board meetings bi-weekly unless otherwise determined by the board.
 - i. Check the Asian Alliance mailbox in the Council of Clubs room.
6. Webmaster
- a. Create, maintain and update Asian Alliance website:
<http://clubs.marist.edu/asianalliance>.
 - b. Facilitate groups and/or pages on social networks such as Facebook and/or Twitter.
 - c. Send messages and reminders to social network groups and/or pages about upcoming events and meetings.
 - d. Attend board meetings bi-weekly unless otherwise determined by the board.
 - e. Check the Asian Alliance mailbox in the Council of Clubs room.
 - f. Input suggestions to plan for each semester's events and meetings.
 - g. Set up for the event or meeting 15 minutes prior to the scheduled time.

Article V Elections

Section I

Method of elections

1. Elections are held bi-annually during the spring and fall semesters unless an officer vacates his/her position before the end of a term.
2. Officers are nominated and then elected by a majority vote by the members of Asian Alliance.

Section II

Length of term

1. Officers remain on the board after elections until the following semester.
2. Should an officer choose to vacate his/her position before the term is over, a newly elected officer will fill the position for the following semester or immediately thereafter the vacating officer's departure as determined by the board.
3. Newly elected officers will shadow their respective positions at least a month before officially admitting into office.

Article VI Meetings

Section I

Time and place

1. Asian Alliance meetings and events are to be held bi-weekly on Wednesdays at 9:30pm in Student Center 1204 (Lounge) or Student Center 1207 unless determined otherwise by the board.

Section II

Board meetings

1. Board meetings are to be held bi-weekly opposite the general members meetings or events as determined by the board.

Section III

Special meeting procedures

1. Special meetings and events are announced by email or phone (or both) at least five days prior to the scheduled date.
2. Reminders are to be sent one day before the scheduled date.

Section IV

Numbers constituting a quorum

1. There needs to be at least 10 members, including officers, in order for meetings to be held.

Article VII Executive Board

The executive board consists of the faculty advisor and the officers of the club.

Article VIII Committees

There are no committees for this club.

Article IX Priority Points

Officers

1. Three points per semester are rewarded if an officer attends half of the meetings and all of the events, including the community service event.

General members

1. Two points per semester are rewarded if a general member attends half of the meetings and three-quarter of the events, including the community service event.
2. One point per semester is rewarded if a general member attends half of the meetings and half of the events.
3. Zero points per semester are rewarded if the general member goes to less than a fourth plus one of the events.

Article X Parliamentary procedures

Unless suspended, all meetings will be run according to Rober's Rules of Order, Newly Revised.

Article XI Amendment of bylaws

These bylaws may be amended by a majority vote of the members provided that a quorum is present. If such amendments pass by the majority, it must then be presented to the Student Government Association for final approval.

Article XII Policies and actions

The club and any individual associate with said club shall abide and conform to all Federal Laws, New York State Laws, all rules and regulations of Marist College, and all directives of the Student Government Association. Any violation of the aforementioned criteria may result in the disciplinary action taken on the club charter.