



## SOUTH EAST ASIAN STUDENTS' ASSOCIATION

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### ***-=CONSTITUTION=-***

*Strive to provide services and host social atmospheres for  
South East Asian students and others alike!*

#### Article I: Organization Title

- The name of the organization shall be called the *South East Asian Students' Association*.
- The acronym of this organization shall be *SEASA*.

#### Article II: Membership Class

- *Class I Membership*: Membership shall apply to all full-time, part-time, and alumni undergraduate/graduate students alike at the University of Alberta.
- *Class II Membership*: Membership shall apply to non-University students and individuals interested in the services of this organization with a maximum makeup of one third of the total (primary plus secondary) club membership.
- Membership classes shall also apply to club executives.
- Members in *good standing* or *bad standing* shall be determined by the executive committee.
- Members in violation of the rights and security of the organization or its members shall be expelled by the executive committee upon a standard voting procedure.

#### Article III: Membership Dues

- Membership dues shall be collected at the beginning of each school year.
- Membership dues shall be on an annual basis.
- Membership due amount shall be determined by the executive committee prior to the start of each school year.
- Membership dues shall be collected by the committee member entitled *VP Finance*, and the duration shall be within one week of the signing of a new/continuing member.

#### Article IV: Executive Committee

- Executive titles shall include: President, VP Social (2), VP Finance, VP Sports, and Secretary/VP Operation (5 or 6 members in total).
- Executive Responsibilities:



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- President:
  - Alliance officer with other clubs and organization
  - Direct contact with Students' Union
  - Direct the actions of the executive committee
  - Verify/sign/administer decisions
  - Has a vote in the executive committee
- VP Social (2):
  - Social project officer for organizing major events
  - Responsible for social or cultural gatherings
  - Ensure the social cohesion between members
  - Manages public relations internal and external
  - Has a vote in the executive committee
- VP Finance:
  - Manages the finances of the organization
  - Responsible for the collection of sponsorship
  - Responsible for specific event and yearly budgets documentation
  - Responsible for the SEASA bank account
  - Has a vote in the executive committee
- VP Sports:
  - Organize sports events for the members
  - Responsible for at least one club tournament at campus rec.
  - Responsible for weekly sports and the club team
  - Has a vote in the executive committee
- Secretary/VP Operation:
  - Manages the club mailing list, phone list, member list, forum
  - Responsible for contacting members
  - Required for weekly updates to the club website
  - Required to provide a monthly newsletter (Sept. – Apr.)
  - Take meeting minutes at executive meetings
  - Assistant to the President for club directions
  - Has a vote in the executive committee
- Executives shall be elected in the month of April for the following school year
- Executives shall hold responsibilities from June to May in the following year.
- Executive committee shall be elected by the members at the general election by a standard speech/voting procedure.
- Executive Committee Election Procedure:
  - Prospects shall be nominated by a member or self-nominated
  - Prospects shall be nominated to various executive positions, but shall only hold one position if elected
  - All nominations shall be communicated to the executive committee prior to election day
  - Election campaign shall not be necessary prior to the general election



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- Each nominee shall provide a three minute speech in front of the electoral body on the election day prior to the election of his/her nominated position
  - Order of elections from first to last: President, VP Social, VP Finance, VP Sports, Secretary/VP Operation
  - Election date shall be determined by the executive committee and communicated to the members one-month prior.
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- Executive committee members shall be composed of University of Alberta students with the possibility of *one* non-University of Alberta student.
  - In the event of a non-functioning executive, he/she may be impeached based on a standard vote by the remaining executive committee with the consensus of *five* additional club members.

### Article V: Additional Committee

- Additional committee members shall be required for the organization of large events, social or sport related.
- Additional committee members shall be nominated by executive members or self-nominated by the club members.
- Additional committee members shall not part of the decision making of the executive committee, but rather the decision making of the actual event(s).
- Additional committee members shall hold their position until the end of the actual event(s).
- Additional committee members are to meet with the executive committee regularly to update the status of the event organization.

### Article VI: Meetings

- An annual general meeting shall be called for two weeks prior and shall be at the beginning of the school year (September) with an optional general meeting merge with the general elections (April).
- Additional meetings will involve a specific event and based on the interest of members.
- Meetings shall be communicated to members via email or phone.
- Meetings shall be chaired by the President, if not, the Secretary/VP Operation, if not, VP Social, if not, VP Finance, if not, VP Sports.
- Executive meetings shall be held once a week to plan upcoming events.

### Article VII: Constitutional Amendments

- Amendments to the constitution must be supported by the majority of the executive committee.



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- Amendments shall be voted by the executive committee based on the interests of a majority of club members.
- All amendments of the constitution shall be communicated to the members.

*Fin* May, 2004

South East Asian Students' Association

