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THE SEVENTY FIRST STUDENT SENATE

Bill 31

Sponsored by: Senator Warren

A revision to the Student Body Statutes

BE IT ENACTED BY THE SEVENTY FIRST STUDENT SENATE THAT:

A revision is made to the Student Body Statutes Chapter 1002.3A.1 and 1002.3D (See attached).

To amend Chapter 1003 to amend the membership of the Executive Board of the Asian American Student Union.

Read 1<sup>st</sup> Time: 2/27/19  
Referred to Committee: Judiciary  
Committee Report: Passed in Judiciary 3/5  
Read 2<sup>nd</sup> Time: 3/6/19  
Senate Vote: 25-0-0

OFFICIAL: *Danielle Mayhew*  
Director of Student Affairs

1851

PASSED: 6<sup>TH</sup> OF MARCH, 2019

CERTIFIED TO THE STUDENT BODY

<u><i>Dawn Wynn</i></u>	<u>3-12-19</u>
President of the Senate	Date
<u><i>Danielle Mayhew</i></u>	<u>3/14/19</u>
SGA Staff Official	Date
<u><i>[Signature]</i></u>	<u>3-26-19</u>
President of the Student Body	Date
<u><i>Anela K. May</i></u>	<u>3.28.19</u>
Vice President of student Affairs	Date

## 1002.3 Executive Board

### 1. Membership

1. The Executive Board of AASU, hereinafter referred to as the "Board", shall consist of seven (7) 9 student members and shall include the Director, Assistant Director, Treasurer, Secretary, Public Relations Coordinator, Programming Coordinator, ~~and Education Coordinator~~, **Historian and Outreach Coordinator**. All members of the Board shall be voting members, with the exception of the Director.
2. There shall be a staff or administrative advisor of AASU. The advisor shall be a non-voting ex-officio member of the Board.

### 2. Selection and Term of Office

#### 1. Selection

1. The Director and Assistant Director shall be selected as outlined in Title III, Article 304.6.
2. The Director shall forward nominees for Treasurer for Student Senate confirmation.

#### 2. Term of Office

a. The Director and Assistant Director shall each serve a one year term, with the option of the summer session. The Director's term of office shall take effect one week after appointment, and end one week after confirmation of the new Director the following year, notwithstanding extensions as may be required by the Student Body Constitution.

2. The Director may be re-nominated at the end of the term of office by the Board and may be reappointed by the Student Body President for a second term of office. The Director shall serve a maximum limit of two terms of office.
3. The term of office for the Board members shall be one year. Board members, including the Assistant Director, shall not be limited to the number of terms they may serve. After their year term, to be reappointed, they must go through the initial procedures.

### C. Powers and Duties of the Executive Board

1. The Executive Board shall approve decisions on policy, procedure and activities as suggested by the Director
2. In the absence of the Director, the Assistant Director shall preside over the Executive Board.

### D. Responsibilities

The responsibilities of each respective officer shall include, but not be limited to the following:

The Director shall:

1. Represent the interest of AASU on the campus of Florida State University in accordance with the Statement of Purpose.
2. Be responsible for the agency's daily operation.
3. Be the Executive head of all functions, meetings, or any related activities concerning the AASU, with the approval of the Board.
4. Create ad hoc and standing committees as needed to deal with specific needs.

5. Make and execute decisions on policy, procedure, programs and activities with the advice of the Board.
6. Preside over all Board, informational and general membership meetings and shall have the authority to call such meetings.
7. Have the authority to appoint and remove staff members.
8. Execute and be responsible for submitting in a timely manner, all budget requests and other forms, documents and reports as required.
9. Reserve the right to delegate responsibilities to other Board members, within their respected positions, necessary for the growth of the AASU.

10. Shall serve as an ex officio member of the Office of Governmental Affairs Agency Advisory Committee or appoint a designee.

The Assistant Director shall:

1. Exercise the authority and duties of the Director in the absence of the Director.
2. Oversee all ad hoc and standing committees.
3. Assist the Director with the agency's daily operation.
4. Update the Board with any new information and changes concerning AASU-related activities, functions and meetings.
5. Sign official documents along with the Director as required in their respective capacity.
6. Work with affiliate leadership and conduct monthly meetings set at least a week in advance
7. Act as a liaison between all of the affiliates of AASU, and set up internal affairs meetings as needed.

The Secretary shall:

1. Write the minutes for all AASU meetings.
2. Maintain a collective set of minutes of AASU meetings to be turned in to the new Secretary following the election of officers.
3. Maintain a membership roll and record of the attendance at Board Meetings as well as the membership roll of each active AASU affiliate.
4. Call for correspondence of the AASU except when otherwise delegated.
5. Exercise the authority and duties of the Director in the absence of the Director and Assistant Director.

The Treasurer shall:

1. Maintain and submit all necessary requests regarding the funds of the AASU.
2. Monitor and report the financial status of the AASU to the Executive Board and the Student Government Association.

The Public Relations Coordinator shall:

1. Be responsible for all agency communication.
2. Advertise and promote all AASU-related activities including but not limited to emails, tabling and any other form that they deem needed.

3. Keep a visual record documenting of all AASU-related meetings, functions, and activities including, but not limited to, documentaries, videos, scrapbooks and any other means of documentation demonstration creativity and uniqueness to AASU.
4. Update as needed the AASU webpage and social media accounts as needed with details of upcoming events and a review of past AASU sponsored activities.

The Programming Coordinator shall:

1. Plan all AASU-related activities, with the assistance of executive board members.
  2. Advise committees in the planning of AASU-related activities (committees may include Homecoming, Lunar Banquet, Halloween Social, etc.).
- 5 3. Make recommendations to the public relations officer concerning the betterment of advertisement and promotion.

The Education Coordinator shall:

1. Gather local, state and Student Government issues which concern the Asian and Asian American community.
2. Develop educational workshops at least once per semester

**The Historian shall:**

1. **Assist the Public Relations Coordinator in the execution of their duties.**
2. **Initiate all video projects.**
3. **Maintain AASU social media presence**
4. **Maintain information for AASU Archives.**

**The Outreach Coordinator shall:**

1. **Plan all external events and co-sponsorships with other RSOs, agencies, and bureaus.**
2. **Maintain relationships with all agencies.**
3. **Work closely with the Program Coordinator on collaborative projects.**