

Constitution
of
The American International Association

At Wittenberg University
Springfield, OH

Article I. Name

The name of this organization shall be ".American International Association," commonly abbreviated as "AIA"
AIA shall be the recognized organization of a pool of students, faculty, and staff interested in international concerns,
education, and people; thus, promoting cross-cultural awareness.

Article II. Mission

The purpose of AIA shall be:

- Section 1. To promote understanding and friendship among all peoples of all nations.
- Section 2. To aid Wittenberg's international students in the transition from their culture to the United States of America.
- Section 3. To establish a network within the Wittenberg and Springfield communities for those with international interests and give them an organization through which to share these interests; and to work closely with related campus organizations.
- Section 4. To help promote inter-cultural relations within the Wittenberg community.
- Section 5. To be a means of broadening and enhancing the experience of a liberal arts education as described in the mission statement of Wittenberg University.

Article III. Membership

- Section 1. The membership of AIA is open to all constituents of the greater Wittenberg community who are interested in learning and experiencing another culture.
- Section 2. All international students will be added to the membership roster of AIA.
- Section 3. All students who have studied abroad will be invited to join AIA.

Section 4. Officers

A. Executive Board

1. Officers
 - a. Officers of the AIA Executive Board shall have internal duties essential to the maintenance and proper execution of AIA as an organization.
 - b. President of AIA
 - c. Vice-President of AIA
 - d. Secretary of AIA
- b. To have access to the AIA email account.
2. Information Technician
 - a. To maintain and update the various mailing lists in the AIA email account.
 - b. To have access to the AIA email account.
3. Quartermaster
 - a. To maintain an inventory of all materials owned by AIA.
 - b. To request additional funding for supplies to the Finance Committee when publicity/office materials need to be replenished.

- c. To be an ex-officio member of the Publicity Committee.

III. AIA Committees

- A. All members unless otherwise listed must be chosen by the chair of the committee and then approved by a two-thirds concurrence of the AIA Executive Board.
- B. The procedure of expulsion of a committee member must be in accordance with Article V, Section A5 of the AIA Bylaws.
- C. Committees
 - 1. Finance Committee
 - a. Purpose
 - 1. To conduct hearings on the budget requests of the various committees throughout the year and allocate appropriate amounts to the proposed budget of AIA which shall be submitted to the Wittenberg Student Senate Finance Committee during budget hearings.
 - 2. To submit an annual budget for the following year to the AIA Executive Board two weeks in advance of the budget hearings.
 - 3. To submit requests of reallocation of funds to the International Senator who shall present it to the Student Senate upon approval of a voting majority of both the Finance Committee and the Executive Board.
 - b. Membership
 - 1. AIA Treasurer, chairperson.
 - 2. AIA President, ex-officio.
 - 3. AIA International Senator, ex-officio.
 - 4. Two other members of the AIA Executive Board chosen by the Treasurer.
 - 5. A sufficient number of AIA members selected by the Treasurer and approved by the AIA Executive Board.
 - c. The AIA Executive Board may both remove a Finance Committee member and fill *i* vacancy with the approval of the AIA Executive Board.
 - 2. Elections Committee
 - 1. To administer and advertise the election of the AIA Executive Board members and other procedures which require the voting of the whole of AIA's constituents.
 - 2. To administer and advertise referendums to the AIA members conducted by the AIA Executive Board.
 - 3. To uphold and execute AIA's election code as stated in Article IV of the AIA Bylaws without bias.
 - 4. To count the ballots after the elections are over.
 - b. Membership
 - 1. AIA One-Year International Student Representative, chairperson.
 - 2. Organizational Advisor, ex-officio.
 - 3. Two other AIA members selected by the One-Year International Student Representative who are not running for any position and vow to not to vote, and approved by the AIA Executive Board.
 - c. The AIA Executive Board may both remove an Elections Committee member and fill a vacancy with the approval of the AIA Executive Board and the organizational advisor.

3. Public Relations Committee

- a. Purpose

a. Purpose

1. To maintain channels of communications between the AIA Executive Board and administrators, faculty, organizations, alumni, and academic departments.
2. To maintain and develop channels of communication between international organizations in surrounding colleges.
3. To help AIA promote and inform the campus of AIA programs, activities, and issues.

b. Membership

1. AIA Vice-President, chairperson.
2. AIA International Senator, ex-officio.
3. AIA Quartermaster, ex-officio.
4. A sufficient number of AIA Executive Board members selected by the Vice-President.
5. A sufficient number of AIA members selected by the Vice-President and approved by the AIA Executive Board.

- c. The AIA Executive Board may both remove a Public Relations Committee member and fill a vacancy with the approval of the AIA Executive Board.

4. Programming Committee

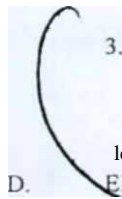
- a. Purpose
 - 1. To oversee the execution of planned events in an orderly and timely manner.
 - 2. To constantly brainstorm for ideas of events and propose the execution of it to the AIA Executive Board.
 - 3. To make sure funds and resources are available for the execution of planned events.
 - b. Membership
 - 1. Programming Director, chairperson.
 - 2. AIA Degree-Seeking International Student Representative, ex-officio.
 - 3. AIA One-Year International Student Representative, ex-officio.
 - 4. AIA American Student Representative, ex-officio.
 - 5. AIA Study Abroad American Student Representative, ex-officio.
 - 6. A sufficient number of AIA members selected by the Programming Director and approved by the AIA Executive Board.
 - c. The AIA Executive Board may both remove a Programming Committee member and fill a vacancy with the approval of the AIA Executive Board.
5. Crossroads Committee
- a. Purpose
 - 1. To plan, prepare, and execute the AIA Crossroads in a timely and orderly manner.
 - 2. To create other ad hoc committees when needed for the successful execution of Crossroads.
 - b. Membership
 - 1. Programming Director, chairperson.
 - 2. A sufficient number of AIA Executive Board members chosen by the Programming director.
 - 3. A sufficient number of AIA members selected by the Programming Director and approved by the AIA Executive Board.
 - c. The AIA Executive Board may both remove a Crossroads Committee member and fill a vacancy with the approval of the AIA Executive Board.
6. AIA Fashion Show Committee
- a. Purpose
 - 1. To plan, prepare, and execute the AIA Fashion Show in a timely and orderly manner.
 - 2. To create other ad hoc committees when needed for the successful execution of the AIA Fashion Show.

- b. Membership
 - 1. The chairperson of the AIA Fashion Show committee shall be appointed by the AIA Executive Board.
 - 2. Two members of the AIA Executive Board chosen by the appointed chairperson.
 - 3. A sufficient number of AIA members selected by the chairperson and approved by the AIA Executive Board.
 - c. The AIA Executive Board may both remove an AIA Fashion Show Committee member and fill a vacancy with the approval of the AIA Executive Board.
7. AIA Formal Committee
- a. Purpose
 - 1. To plan, prepare, and execute the AIA Formal in a timely and orderly manner.
 - 2. To create other ad hoc committees when needed for the successful execution of the AIA Formal.
 - b. Membership
 - 1. The chairperson of the AIA Formal Committee shall be appointed by the AIA Executive Board.
 - 2. Two members of the AIA Executive Board chosen by the chairperson.
 - 3. A sufficient number of AIA members selected by the chairperson and approved by the AIA Executive Board.
 - c. The AIA Executive Board may both remove an AIA Formal Committee member and fill a vacancy with the approval of the AIA Executive Board.

Election Codes

- A. Statements of Candidacy
 - 1. Prospective candidates for all positions in the AIA Executive Board must submit a statement of intent to the AIA Organizational Advisor at least two weeks in advance of the date of elections.
 - 2. The Presidential and vice-presidential ticket system requires that those candidates file a joint statement of candidacy.
 - 3. Once the candidates are recognized by the Organizational Advisor, they will receive a copy of the Election code, which they must follow or be revoked of their candidacy unless otherwise pardoned by two-thirds of the AIA Elections Committee.
 - 4. Only AIA members who will remain on campus in the following academic year shall be eligible to be a candidate for a position in the AIA Executive Board.
 - 5. Qualifications for all positions of the AIA Executive Board are listed in Article III, section 4E of the AIA Constitution.
- B. Date of Election
 - 1. Prospective candidates are allowed to state their interest in running for a position in the AIA Executive Board three weeks in advance of the day of elections to the Organizational Advisor.
 - 2. With the exception of the One-Year International Student Representative elections, which will take place in the third week of fall semester, elections for the AIA Executive Board will take place on the Twelfth week of Spring Semester.
- C. Campaign Guidelines
 - 1. Campaign advertising may be initiated no earlier than fourteen days prior to the election.
 - a. Candidates are allowed to make signs that follow the university guidelines; candidates violating any guidelines will be revoked of his/her candidacy unless otherwise pardoned by a two-thirds vote of the Elections Committee.

- b. Candidates have the option to participate in the candidate speeches, which shall take place the day before elections.
 - c. If candidates use any other form of campaigning than what is stated above, they shall receive a warning from the Elections Committee; a candidate will be revoked of his/her candidacy upon the second infraction.
2. Any candidate who publicly resorts to slander or libel shall be revoked of his/her candidacy and eliminated from the AIA membership roster, for such actions are very much against AIA's mission.



3. Any candidate who actively recruits new members for AIA preceding the fourteen days before campaigning will be asked to explain to the AIA Executive Board his/her intent in doing so. The Executive Board will then decide whether his/her candidacy should be revoked.

Election Code Violations Procedure

1. Protests or complaints concerning the violation of any of these rules may be presented to the current Elections Committee chairperson who will issue a ruling concerning the matter after consulting with the AIA Executive Board.

E. Voting Guidelines

- 1. Voting will take place in the Student Center at a time designated by the Elections Committee.
- 2. All members of AIA are eligible to vote in the election unless otherwise stated in the bylaws.
- 3. AIA welcomes new members during the two weeks preceding elections but without voting privileges.

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V. Removal from Office

A. Expulsion

- 1. Upon presentation of a petition for expulsion including the AIA Executive Board member to be expelled, allegations justifying the expulsion, and the signatures of three members of the AIA Executive Board, the President (or Vice-President if the petition is against the President) shall convene an expulsion hearing within seven days of the petition's presentation.
- 2. The expulsion of a member of the AIA Executive Board requires a two-thirds concurrence of the AIA Executive Board.
- 3. An expelled member of the AIA Executive Board may appeal the decision of the AIA Executive Board to the Student Senate Hearing Board, which shall rule on the matter according to their own guidelines.
- 4. Upon expulsion, the Elections Committee shall hold an election for the vacant position (With the sole exception of the office of President, which will be immediately filled by the Vice-President) within two weeks after issuing a referendum to the constituents of AIA.
- 5. Members of AIA Committees could be removed with a two-thirds concurrence of the committee in question or by a majority vote of the AIA Executive Board.

B. Petition of Recall

- 1. The membership body of AIA shall have the right to initiate the removal from office of any member of the AIA Executive Board by submitting to the AIA President (Or Vice-President if the petition is against the President) a petition of recall including the name of the member to be recalled, allegations justifying the recall, and signatures of at least twenty percent of the AIA members.
- 2. The AIA Secretary shall verify the signatures of the petition within a week of the petition's submission.
- 3. Within seven days of the verification of the signatures, an organizational referendum will be held in which a simple majority shall validate the petition of recall.

VI. Vacancies of Office

- A. The qualifications of the candidates to fill vacancies on the AIA Executive Board will be the same

as those required of the initially elected AIA Executive Board members.

- B. Elections to fill AIA Executive Board Vacancies will be held no later than two weeks following the official recognition of the vacancies.
- C. The Vice-President will assume the office of President should it become vacant.
- D. Upon the vacancy of the office of Vice-President, the President will appoint a replacement requiring the approval of two-thirds of the AIA Executive Board.
- E. Upon the vacancy of the office of International Senator, the Vice-President shall fill the duties of that office until a new International Senator is elected.



Vacancies in the positions of Secretary, Treasurer, Programming Director, International Senator, American Student Representative, Degree-Seeking International Student Representative, or the One-Year International Student Representative will be filled in accordance with the election code of these bylaws.

VII. Leave of Absence

- A. The AIA Executive Board shall reserve the right to grant a member of the AIA Executive Board a leave of absence.
- B. A member of the AIA Executive Board who is placed on academic probation may remain in the AIA Executive Board upon a two-thirds concurrence of the AIA Executive Board; otherwise, the vacant position will be filled in accordance to Article VI of the AIA bylaws.
- C. The member of the AIA Executive Board who will be absent must make recommendations for a substitute who will have full voting rights and voice at AIA Executive Board and Executive Session meetings and shall assume the responsibilities of that absent member.
- D. Both the granting of a leave of absence and a substitute's approval require a two-thirds concurrence of the AIA Executive Board.
 - e. Treasurer of AIA
 - f. Programming Director of AIA
 - g. International Senator to the Student Senate
- 1. Representatives
 - a. Representatives are executive members of the AIA Executive Board who represent the various constituent group within AIA, and are expected to be active in various committees and be a bridge between the non-executive members and the officers of AIA.
 - b. American Student Representative to AIA
 - c. Degree-Seeking International Student Representative to AIA
 - d. One-Year International Student Representative to AIA
 - e. Study Abroad American Student Representative to AIA

B. Maintenance

- 1. Maintenance positions are positions filled by officers, representatives, or members of AIA, who have taken on additional duties to make sure property owned by AIA or borrowed from elsewhere would be maintained. Maintenance personnel have no legislative powers and are not required to be present at Executive Board Meetings and cannot be present during executive sessions unless the Maintenance person is also a member of the Executive Board.
- 2. Webmaster
- 3. Information Technician
- 4. Quartermaster

D. The organizational advisor to AIA may preside at the executive board meetings with voice but no vote.

E. Qualifications

- 1. All members of the AIA Executive Board must have attained a minimum grade point average of 2.3 on a four-point scale by the end of the semester proceeding that in which the election shall take place.
- 2. No person on academic probation shall hold a position on the AIA Executive Board.

3. The International Senator must be an international student.
4. The Degree-Seeking International Student Representative must be a degree student at Wittenberg University and cannot have lived in the continental United States for more than 10 years.
5. The American Student Representative should have lived in the Continental United States for a minimum of 10 years.
6. The One-Year International Student Representative cannot be a degree student at Wittenberg University and must be an international student.
7. The One-Year International Student Representative must be a student on a one-year exchange program.
 8. The Study-Abroad American Student Representative must have studied abroad in the past under the programs arranged by the office of International Education.

F. Election Procedure

1. The method of election of the members of the AIA Executive Board shall be in accordance with the election code established in Article IV of the AIA Bylaws.
2. The candidate receiving the greatest number of votes is elected to that office.

G. Term of Office

1. The AIA Executive Board-elect shall be inaugurated by the President of AIA on the fifteenth week of Spring semester, with the exception of the One-Year International Student Representative (who shall be inaugurated on the third week of Fall semester immediately preceding the election for that position). All elects will be sworn in by reciting the following oath:

"I, _____, embrace to preserve and observe the mission statement of Wittenberg University and the Constitution of the American International Association along with the agendum of my office with consummate skill, and pledge my time, intuition, and labor to the commitment of constantly working towards global unity and to the commitment to the education of cultural awareness."

- a. Those who do not swear the oath shall be granted exemption by vote of the outgoing executive board.
2. The newly inaugurated AIA Executive Board members shall then serve until the fifteenth week of the following Spring semester.

H. Removal from Office

1. The AIA Executive Board shall have the right to remove from office any member of the AIA Executive Board in accordance with Article V of the AIA Bylaws.
2. The constituents of AIA shall have the right to initiate a petition of recall for members of the AIA Executive Board in accordance with Article V, Section B of the AIA Bylaws.

- I. Vacancies occurring in the AIA Executive Board shall be filled by procedures enumerated in Article VI of the AIA Bylaws.

J. Legislative Procedures.

1. All members of the AIA Executive Board are empowered with both voice and vote with the sole exception of the President.
2. No decisions are to be made without the presence of a quorum, consisting of two-thirds of the AIA Executive Board voting members.
3. A vote of simple majority shall be required to pass all legislation with the exception of amendment and expulsion matters.
4. All members of the greater Wittenberg community shall have the right to attend all AIA Executive Board meetings, with the exception of Executive Sessions.
5. The AIA Executive Board procedural methods shall be in accordance with Article I. Section B of the AIA Bylaws.

Article IV. AIA Committees

Section 1. The purpose and procedures of the AIA Committees shall be in accordance with Article III of the AIA Bylaws.

Section 2. The qualifications and methods of removal, selection and replacement for committee chairpersons and members shall be in accordance with Article III of the AIA Bylaws.

Article V. Amendment

- A. No amendment, which has not been considered at two successive meetings of the AIA Executive Board, shall be forwarded to referendum.
 - 1. Amendments to this constitution may be referred to a referendum to the constituents of AIA by a two-thirds concurrence of the AIA-Executive Board.
 - a. Such an amendment must be ratified by a majority of the AIA members present at a general meeting.
- B. All AIA members shall be granted the right of amending this constitution through the process of initiative and referendum.
 - 1. A written petition representing a minimum of twenty percent of AIA's voting constituents shall be presented to the AIA Executive Board Secretary.
 - 2. The AIA Executive Board Secretary, within three academic weeks (excluding finals) of the said petition submission, shall hold a referendum to the whole constituent body of AIA concerning the petition.
 - 3. The petition becomes an amendment to this constitution with a majority voting in favor of the petition at an AIA General Meeting.

Bylaws of the American International Association

I. Meetings

A. General Meetings

1. General meetings of AIA will be held at least three times per semester.
2. General Meeting Procedures
 - a. The President of AIA shall pronounce the meeting to order and present the reason why the general meeting has been called for.
 - b. The officer/committee in charge of the pending issue shall present it to the people.
 - c. An open forum shall be held where concerns and responses of the ones present at the meeting could be expressed to the AIA Executive Board.
 - d. Announcements of scheduled events shall be made by the Programming Director or a representative appointed by the Programming Director or the President.
 - e. The President shall adjourn the meeting.

B. Executive Board Meetings

1. Executive Board meetings will be held every week at a designated space at an appointed time chosen by the President.
2. The President has the right to cancel any regular meeting if there is no pressing business or to call a special meeting if one is necessary.
3. The absence of an AIA Executive Board member may be excused at the President's discretion.
4. Three unexcused absences subjects an AIA Executive Board member of the process of expulsion.
5. When voting, members of the AIA Executive Board may vote for, against, or abstain altogether from voting with the exception of the President, who could only vote when the votes are on a par.
6. All constituents of the Wittenberg community are allowed to preside in AIA Executive • Board meetings without voice or vote; however, they are allowed to have voice during the open forum of the AIA Executive Board meeting.
7. Meeting Procedures
 - a. Call to Order
 1. The President shall call the meeting to order.
 2. The secretary shall record the time when the meeting was called to order by the President and take note of who was present/absent.
 - b. Officer Reports
 1. All officers shall present a report of results of their duties, concerns raised from constituents, etc., when applicable.
 2. The order of officer reports shall be decided by the discretion of the President.
 3. The secretary shall record the reports of each member of the AIA Executive Board.
 - c. Committee Reports
 1. The chair or an appointed representative of the committee in question shall present a report when needed.
 2. The secretary shall record the reports of each committee.
 - d. Current Issues
 1. Any business or issue that need to be voted upon shall be discussed and voted upon.
 2. Any bill or motion may be ratified with the vote of a simple majority of the quorum with the exception of amendments and expulsion of AIA officers.
 3. The secretary shall record the proceedings of all business.
 - e. Open Forum

1. Members and non-members of AIA shall be granted the right to bring forth issues and concerns to the AIA Executive Board during the open forum.
 2. Any member of the Wittenberg community or invited guests from off-campus could participate in open forum with voice.
 3. The secretary shall record all issues and comments stated during open forum.
- f. Announcements
1. Anyone who has an announcement pertaining to campus activities shall be granted the right to voice it.
 2. The secretary shall record all announcements made.
- g. Adjournment
1. The President shall adjourn the meeting.
 2. The Secretary shall record the time of adjournment.
- C. Executive Sessions
1. Executive Sessions shall be held when issues of amendment and/or expulsion or any serious issue requiring confidentiality are brought forth to the AIA Executive Board.
 2. Only the members of the AIA Executive Board and the organizational advisor may be present at the Executive Session unless otherwise moved and voted upon.
 3. A member of the AIA Executive Board who breaks the code of confidentiality shall be removed from office unless pardoned by vote.
- II. Duties of the AIA Executive Board Members
- A. All officers of the AIA Executive Board shall maintain a portfolio in order to use it as a resource of information and to pass on important information to the successor of the position.
- B. All members of the AIA Executive Board shall have voice and vote in AIA Executive Board and Executive Session meetings with the sole exception of the President.
- C. Officers
1. The President
 - a. To act as campus representative for AIA.
 - b. To be a member of the Dean's Advisory Committee when such a committee is in effect.
 - c. To preside and convene over meetings of the executive committees.
 - d. To preside over General, Executive Board, and Executive Session meetings.
 - e. To advise the officers in the forming of committees.
 - f. To have voice in Executive Board and Executive Session meetings and vote only when the other Executive Board members' votes on an issue are at a draw.
 - g. To create and dissolve standing ad hoc committees as deemed necessary.
 - h. To prepare agendas for all meetings of the AIA Executive Board.
 - i. To select or designate with the appropriate committee chairperson the members of the committees.
 2. Vice-President
 - a. To assume the office of President should it become vacant
 - b. To conduct AIA General, Executive Board, and Executive Session meetings in the absence of the President.
 - c. To chair the Public Relations Committee and select its members with the President.
 - d. To represent AIA and to chair special committees at the request of the President.
 - e. To assume an ex-officio position in every ad hoc committee created by the AIA Executive Board.

f. To attend all General, Executive Board, and Executive Session meetings.

3. Secretary

a. To record the minutes of all AIA meetings and distribute them to AIA Executive Board Members and other persons requesting them.

b. To maintain the AIA office and its records.

c. To inform AIA Executive Board members of special meetings and Executive Sessions.

d. To assume the duties of the President in the absence of both the President and Vice-President.

e. To hand out minutes of the previous Executive Board meeting to the executive members before the next Executive Board meeting convenes.

4. Treasurer

a. To chair the Finance Committee and select its members with the President.

b. To prepare a budget with the cooperation of the Finance Committee which shall be submitted to the Wittenberg Student Senate upon the request of the Student Senate Treasurer.

c. To represent AIA at the budget hearing upon request of the Wittenberg Student Senate Finance Committee.

d. To maintain all records of AIA's financial transactions.

e. To sign all of AIA's financial transactions.

f. To present AIA's financial status during officer reports at the AIA Executive Board meeting when necessary.

5. Programming Director

a. To be the chair of the Crossroads Committee and the Programming committee and to select its members with the President.

b. To be an ex-officio member of the Public Relations, Fashion Show, and the AIA Formal Committees.

c. To oversee and coordinate all programming for the organization with the cooperation of respective committees.

d. To brainstorm for new programming ideas for the organization while keeping the mission of the organization in mind.

6. International Senator

a. To represent the international student body at Wittenberg University on the Wittenberg Student Senate.

b. To maintain channels of communication between the Wittenberg Student Senate and the international students.

c. To attend faculty meetings with voice.

d. To attend Student Senate meetings with voice and vote.

e. To represent AIA on the Wittenberg Student Senate.

f. To act as liaison between various campus organizations and AIA.

g. To be an ex-officio member of the Public Relations Committee and the Finance Committee.

h. To maintain and distribute the AIA Constitution to all members of the AIA Executive Board.

Representatives

1. American Student Representative

a. To represent the constituents of AIA who are the citizens of the continental United State.

b. To maintain relations between non-international students and AIA.

- c. To present issues/concerns raised by AIA's continental United States constituents during the AIA Executive Board meeting's officer report.
 - d. To maintain and improve the network between international student organizations at other colleges in Ohio.
 - e. To be an ex-officio member of the Programming Committee.
2. Degree-Seeking International Student Representative
- a. To represent the international student members of AIA who are degree students at Wittenberg University.
 - b. To present issues and concerns raised by AIA's international degree student members during the AIA Executive Board meeting's officer report.
 - c. To be an ex-officio member of the Programming Committee.
3. One-Year International Student Representative
- a. To represent the constituents of AIA who are international exchange students at Wittenberg University.
 - b. To present issues and concerns raised by AIA's international exchange student populace during the AIA Executive Board meeting's officer report.
 - c. To chair the Elections Committee and select its members.
 - d. To have no vote in the AIA Executive Board elections.
 - e. To be an ex-officio member of the Programming Committee.
4. Study Abroad American Student Representative.
- a. To represent the constituents of AIA who are citizens of the continental United States and have studied abroad under the programs offered at the office of International Education of Wittenberg University.
 - b. To present issues and concerns raised by AIA's study abroad American student populous during the AIA Executive Board meeting's officer report.
 - c. To maintain correspondence with students who are currently studying abroad if possible.
 - d. To organize events and activities for returning students.
 - e. To be an ex-officio member of the Programming Committee.
- E. Maintenance
1. Webmaster
- a. To maintain and update the AIA Homepage.