Constitution of the Malaysian Students Association at the Ohio State University

Article I Name, Purpose and Non-Discrimination Policy

Section 1 - Name of the Organization

A. Name

The organization shall be called the Malaysian Students Association of the Ohio State University, hereafter designated MASA OSU. MASA OSU shall be a non-profit student organization which is not affiliated to any political party.

B. Affiliation

MASA OSU is affiliated with Education Malaysia at Washington DC, formerly known as, Malaysian Student Department, which is involved in assisting and guiding all Malaysian students who are studying in the United States of America.

Section 2 - Purpose

A. The purpose of this organization shall be as follow:

i. To represent the Malaysian student community in The Ohio State University.

ii. To aid incoming and current Malaysian students in adjusting and discovering The Ohio State University.

iii. To provide information and help necessary for Malaysian students to ensure their welfare and well-being.

iv. To contribute to increasing the awareness of a diverse student body through our Malaysian identity to all facets of the Buckeye community on campus.

v. To foster relationships among Malaysian students and other students of different nationalities at The Ohio State University.

vi. To promote and share our unique Malaysian culture and diversity to the international community at the university.

vii. To increase awareness of current events and happenings in Malaysia.

Section 3 - Non-Discriminatory Policy

This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.
Article II Membership: Qualifications and categories of membership

Section 1 - Qualification and Categories of Membership

A. Qualification for membership of MASA OSU is divided into the following categories:

i. General Member - General members are divided further into two categories:
   a. Core member: Any Malaysian student who is currently enrolled at The Ohio State University. Membership for core members are automatic.
   b. Non-core member: Any other student enrolled at The Ohio State University who is not Malaysian but has an interest in the Malaysian culture. Membership for non-core members requires approval by the current MASA OSU Executive Committee.

ii. Executive Committee Member: A member that is elected by the Core General Member in an annual Executive Committee Election, who shall be a part of the MASA OSU Executive Committee.

iii. Honorary Member who shall be appointed in the General Meeting for his/her contribution toward MASA OSU.

B. Only the Core General members in good standing under this Constitution shall be eligible to run for or hold office or vote in an Executive Committee Election held in Spring Semester of every year.

C. Every member shall otherwise be eligible to participate in the activities handled by MASA OSU and shall be entitled to such rights and privileges as spelled or qualified by this Constitution.

D. Every member has the right to participate in any decision process in General Meetings, however, final decisions can only be made by the Executive Committee after careful consideration of all opinions, thoughts, comments, and/or suggestions put forward during General Meetings.

Section 2 - Membership Miscellaneous

A. All members as defined in Article II Section 1, part A (i) shall be a member of good standing and may be required to pay a membership fee for an amount no greater than $10.00 per semester. The fee will vary depending on the need for it, which is determined by the current Executive Committee.

B. The Executive Committee shall be responsible for compiling a Register or a Membership Profile of its members to be used as reference for the purposes of documentation and the keeping-track of its membership.

C. A Register or Membership Profile of members shall be kept current and shall be evidence of membership in good standing for the Constitution and for exercising the members’ right at the General Meetings.
Article III  **Organization Leadership**

Section 1 - **Organization Hierarchy**

MASA OSU’s organization hierarchy is divided into three categories as follow:

A. Organization Advisor(s) who shall be selected from a member of faculty or administrative and professional staff of The Ohio State University, preferably a Malaysian or a person with an understanding of Malaysian culture.

B. Executive Committee (EXCO) Members which consist of:
   i. President
   ii. Vice President
   iii. Secretary
   iv. Treasurer
   v. Four or more Executive Committee members as deemed necessary by the President and other executive members.

C. Advisory Council Members consisting former EXCO Members who are current students of The Ohio State University which consists of:
   i. Chairperson
   ii. Deputy Chairperson
   iii. Ex Officio
   iv. Secretary
   v. Council Members

D. General Members

Section 2 - **Terms of Office and type of selections**

A. All Executive Committee Members will hold office for a maximum term of one (1) year and are expected to perform in the task given to them.

B. Executive Committee Members will be selected from a simple majority voting process during the Executive Committee Election held in Spring semester.

C. Only eligible Core General Member (Article II, Section 1, B) are allowed to vote for the Executive Committee Members.

D. The Advisory Council will only consist of members from the immediate, outgoing Executive Committee who will still be a Malaysian student who is enrolled in the University for at least one (1) semester after their term of office.

E. Advisory Council Members will be elected internally, and only within the outgoing Executive Committee Members. This excludes outgoing Executive Committee Members who are in the incoming Executive Committee.
Section 3 - Major Duties of the Advisory Council

A. Assist the current Executive Committee by providing resources and advice.

B. If required, oversee the process and progress of an event or activity organized by MASA OSU.

C. The Chairperson will be the main liaison between the current Executive Committee and the Advisory Council and the Vice Chairperson will be the secondary liaison.

D. The Ex-Officio will be responsible for advising the current President directly.

E. The Advisory Council will meet for at least one (1) time per semester.
Article IV **Executive Committee**

A. Executive Committee shall also assume the following responsibilities:

i. The Executive Committee shall be responsible to make sure the organization follows the rules and regulations put forward by The Ohio State University in handling any event or activity.

ii. The Executive Committee is trusted to organize and handle any event or activity for the organization to make sure MASA OSU able to achieve their specified purposes and objectives as stated in Article I Section 2.

iii. The Executive Committee shall be responsible in the decision making process of any issues in MASA OSU.

iv. The Executive Committee shall be responsible in representing the organization at any meetings between officials, faculty or staff from The Ohio State University, board members of other clubs, associations, and/or affiliates.

v. To handle press statements and other formal letters or instruments of communication, indicating MASA OSU’s stand and in the best interest of the organization.

vi. To form ad hoc Committees to carry out specific functions, if required during any event or activity held by or participated by MASA OSU.

B. Further Division of Duties for each Executive Committee Member is as follow:

i. President
   
a. Attends compulsory President’s Training provided by the University

b. Maintains organization’s registration with the University and ensures organization remains in active status throughout the year.

c. Calls and facilities executive committee meetings

d. Presides over meetings of the organization

e. Maintains contact with organization adviser, alumni, and community partners

f. Represents the organization to the University and serves as spokesperson for the organization

g. Appoints Ex-Officio and Appointed Officers

ii. Vice President

a. Complements the president and assumes the duties of the President in his or her absence

b. Suggests ideas and influences the organization in a positive and encouraging manner
c. Steps in to lead and support the organization when necessary

d. Takes initiative to engage members and to nurture next batch of leaders

iii. Secretary

a. Prepares an agenda with the President for all meetings
b. Keeps a record of all activities of the organization effectively
c. Documents and distribute meeting minutes
d. Prepares and files any reports required
e. Maintains organizational records and administration

iv. Treasurer

a. Attends compulsory Treasurer Training provided by the University
b. Is familiar with accounting procedures and policies
c. Serves as the primary signatory on financial accounts
d. Keeps all financial records of the organization
e. Prepares all budget and proposals for funding requests
f. Coordinates fundraising drives, sponsorship acquisitions, and solicitations
g. Maintains a positive balance in the club account

v. Membership Director

a. Works with President to ensure Membership Roster in the University’s system is updated
b. Works with Secretary to maintain and update the membership database and membership profile of members
c. Obtains the list of incoming Malaysians from the University for each semester
d. Ensures assistance, e.g. accommodation and transportation, is given to incoming Malaysians who request for executive committee’s or fellow Malaysians’ help every semester
e. Remains updated with the Office of International Affairs on international students immigration information, pre-arrival information, and orientation every semester
f. Hosts Welcome Reception for the incoming Malaysians every semester

vi. Media and Production Director

a. Assists with marketing the organization or organization events on campus and on social media
b. Maintains the MASA identity and brand on campus
c. Ensures every event is documented via photography and/or videography
d. Assists with event marketing by creating event posters, newsletters, advertisements, and other marketing materials

vii. Talent Development Director
a. Invites guest speakers to deliver skills-related topics such as resume and cover letter workshops
b. Facilitates trainings to include competency coaching, career development, talent growth, and leadership development
c. Creates opportunities for members to showcase their talents
d. Provides tips and guides frequently to assist members’ personal growth
e. Supports President and other executive committee members

viii. Information Technology Director
a. Responsible for maintaining the organization’s official website (http://masa.osu.edu)
b. Manages the organization’s social media accounts (Facebook, Twitter etc.)
c. Backs-up pictures and documents into an archive and works with the Secretary to submit them to the University Archives for record keeping.
d. Works closely with the Media and Production Director to market the organization and events

ix. Sports Director
a. Coordinates sporting events handled by MASA or other organization such as Education Malaysia Chicago’s Midwest Games and Temasya Jaguh Malaya
b. Organizes sports-related events or workshops for members to have fun and bond through sports
c. Work with Treasurer to organize fundraiser or philanthropic sporting events for MASA
d. Ensures MASA’s participation in sporting events or sporting fundraisers on campus
x. Public Relations Director
   a. Key person in planning, developing and executing PR strategies
   b. Markets MASA events to the OSU community and encourage participation of non-MASA members in events.
   c. Promotes MASA internally (on campus i.e. with other student organizations) and externally (out of campus i.e. with other MASA’s in United States)
   d. Reach-out to other organizations for potential collaboration opportunities

xi. Appointed Officer:
   a. Carry out responsibilities as delegated by the President and/or the Executive Committee as a whole.
Article V Method of Selecting and/or Removing Officers and Members

Section 1 - Selecting of Officer/Executive Committee Member

A. All Core General Members are eligible to be the candidate for Executive Committee Member election if they satisfied the following requirements:

i. Enroll at The Ohio State University for at least until Spring semester of the following year of the term applied.

ii. Have a good understanding of the roles and responsibilities for position applied.

iii. Bodily able to perform the roles and responsibilities for the position applied.

iv. Have a good academic record (GPA at least 2.0) and have no unresolved issues with The Ohio State University.

B. Election Guidelines

i. Elections will be done through a voting process during the Executive Committee Election that will be held within the last two months of the Spring semester.

ii. An Election Committee will be established for the Executive Committee Election.

iii. The Election Committee shall follow the Election Guidelines as stated in Appendix I.

iv. The Election Committee can make modifications to the election rules based on the current condition of the organization.

C. The elected Executive Committee will replace the former Executive Committee through an Inauguration Ceremony within thirty (30) days after the Executive Committee Election day.

Section 2 - Removing of Officer and Replacement Policy.

A. If any of the Executive Committee Member fails to perform, they will be subjected to removal with a submission of a petition from either general members or by the other members of Executive Committee.

B. In any circumstances at which the Executive Committee Member fails to satisfy his/her requirements for candidacy as stated in Article II Section 1 (A)(ii), he/she is immediately relieved of his/her position.

C. In any circumstances where any of the Executive Committee Member plans to relief himself/herself from his/her position, he/she needs to provide at least thirty (30) days advance notice, and a letter of resignation from the position to any other member of the Executive Committee.
D. If the President of the Executive Committee steps down, he/she will be replaced by the Vice President if approved by the majority of the Executive Committee.

E. In the case where a position is empty due to removal or self-release of position of any Executive Committee Member, other members of the Executive Committee shall elect a temporary replacement until a re-election takes place.

F. In certain cases where a major reorganization is absolutely necessary and approved by at least 2/3 of the Core General member, a re-election is to be held.

Section 3 - Removal of Membership

A. All members are expected to represent this organization, and thus is expected to portray a good image of the organization.

B. If member of MASA OSU is acting in such way that could jeopardize the image of either MASA OSU, its Advisor and/or Executive Committee, the Executive Committee will have the right to put the member on probation, or a counseling session with the Advisor and/or the Executive Committee.

C. If the member continues his/her action as stated in B of this section, the Advisor and/or Executive Committee has the right to remove the member from the organization.

D. If the member decides to leave the organization, he/she can apply for removal of membership to any of the Executive Committee member.

E. All members of this organization are expected to show a good image of Malaysian but also to have a good academic standing (GPA at least 2.0).
Article VI Advisor Qualification Criteria

The Advisor Qualification Criteria can only take effect on the following basis:

A. The Advisor of MASA OSU, must be a member of the University Faculty or professional staff at The Ohio State University.

B. He/she must attend the Annual General Meeting and the Executive Committee Election to facilitate and to supervise the meeting of the organization.

C. The advisor is responsible for representing the organization during his/her term of being an advisor.

D. The advisor is expected to advise the members of the organization when needed.
Article VII Amendments to the Constitution

A. Amendment of the Constitution shall be submitted to the Executive Committee at least 15 days before the Annual General Meeting.

B. The amendment shall be proposed by any member of good standing and seconded by any two such members.

C. An amendment shall be carried out by 2/3 majority of the members in the Annual General Meeting.
Article VI Dissolution

The dissolution of the organization can only take effect on the following basis:

A. The proposal for such dissolution shall be specified, duly proposed and seconded and signed by at least 2/3 of the membership of good standing.
B. The Executive Committee shall be notified and shall take necessary action to address the proposed dissolution within a period of thirty (30) days.
C. A referendum shall be carried out within forty (40) days from the date of notification of the Executive Committee to determine the consensus of the members. In the event of the 2/3 majority in favor of such a proposal, dissolution is deemed to be carried out.
D. All members shall equally share the liabilities of the organization.
E. All properties and remaining funds shall be surrendered to The Ohio State University for safe-keeping or be donated to any charitable organization as agreed by Members.
Appendix I  Election Guidelines

The guidelines below are in the guidelines used during the 2014 Executive Committee Elections:

Nomination

Proposed Date: Starting March 25th, 2014 (Tuesday).

Submission of Scanned Nomination Forms to the Election Committee is required by March 29th, 2014 at 11.59 pm.
Official MASA Email Address: masa.ohiostate@gmail.com
Title of the email: “Nomination Form 2014 Election.”

Nomination Rules & Regulation:

1. Proposed nomination period of 5 days.

2. Nominator and seconder are only allowed to endorse an individual for ONE position.

Example: If Abu nominates and Muthu seconds Ah Beng to run for President, Abu and Muthu will not be able to nominate or second another individual for the position of President.

3. A person is allowed to nominate an individual for a maximum of TWO positions on paper.

Example: Abu and Muthu can still nominate and second Ah Beng for the position of Secretary. (So if Ah Beng loses the Presidency, he can still run for the Secretary position).

4. Self-nomination in paper and during Election Day is allowed but a seconder is required.

Example: Ah Beng can nominate himself for any position and he can ask Muthu to second his nomination.

5. Nomination during Election Day will be allowed as long as there is a nominator and a seconder present.

Example: Ah Beng lost the Presidency and Secretary, Abu and Muthu are still allowed to nominate Ah Beng on the spot for any other position provided they did not endorse another individual for that particular position.
6. It is assumed that the nominator and seconder will vote for their candidate on Election Day. The individual will need to be present to cast their vote. A nomination or a second on paper is not considered a vote.

**Campaigning**

1. Campaigning through social media and talking to members are highly encouraged.

2. Integrity is expected of all candidates.

3. Presidential candidate will be allocated 10 minutes presentation and 10 minutes question and answering session during Election Day.

4. Candidates for other offices will be allocated 5 minutes presentation and 5 minutes question and answering session during Election Day.

5. Slides need to be sent to the Election Committee one day before Election Day.

**Election**

Proposed Date: April 5th, 2014 (Saturday)
Proposed Location: Student Alumni Council Room, Ohio Union

1. Vote count will be based on ballots (with candidate of respective positions name written on it) counted by TWO designated individuals approved at the beginning of the Annual General Meeting.

2. A simple majority is required to win a position.

3. An appeal of recount needs to be filed immediately after the announcement of results, only one recount is allowed.

4. In any case of a tie, the sitting President will serve as the tiebreaker.

**Voter’s Right**

1. Only a Malaysian enrolled in The Ohio State University (Columbus Campus) are allowed to vote.

2. Only ONE vote per position will be allocated to one person.

3. The nominator and seconder will vote for their candidate, however, an individual need to be present to cast their vote, a nomination or a seconder in
the nomination form is not considered as a vote.

**Mail-in Vote Guideline**

1. We recognize the fact that if a person could not attend the election, he or she should not be denied his or her right of voting.

2. Submission of scanned mail-in vote will be accepted until 12.00am of Election Day.

3. Only one mail-in vote is allowed for one individual, if there are more than one, both will be considered void.

4. If a mail-in vote is submitted, an individual will not be allowed to vote on the spot unless he or she declare the void of the mail-in vote.