Arabic Language Club at The Ohio State University Constitution

**Article l - Name, Purpose, and Non-Discrimination Policy of the Organization.**

**Section 1**: The name of this organization is Arabic Language Club at The Ohio State University.

**Section 2**: The purpose of this organization is to provide students with a forum to practice their practical Arabic language skills. We aim to create an Arabic speaking community for both native Arab speakers and Arabic learners.

**Section 3**: 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**

**Section 1:** Arabic Language Club at The Ohio State University holds an open-membership policy. Students may join at any point during the academic year. Voting members must be present for at least half of our weekly meetings. Faculty are encouraged to join as non-voting, honorary members.

**Article III - Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.**

**Section 1**: The executive board of Arabic Language Club at The Ohio State University shall consist of the following officers: President, Vice President, Treasurer, and Cultural Chair

**Section 2**: Officers must maintain quarterly and cumulative grade point average and enrollment status as stated in the student organization handbook

**Article IV – Method of Selecting and Removing Officers and Members.**

**Section 1**: Officers shall be elected by a majority vote to executive board positions.

**Section 2**: Term of office for an executive board member shall be for the entire calendar year after accepting the position unless it is deemed necessary to revoke the position.

**Section 3**: Executive member duties are as follows:

* Recruit active members for the Arabic Language Club at The Ohio State University
* Inform other Executive Board members of events
* Communicate weekly with the Advisor
* Seek approval of all events from the Executive Board and Advisor
* Attend all meetings

**Section 4**: Removal from Office

An executive board member may be removed from office for the following reasons:

* Failure to fulfill the basic requirements of Article IV, Section 3
* An officer’s removal shall be subject to a two-thirds majority approval by the Executive Board

**Article V – Advisor**

**Section 1**: Advisors of student organizations must be members of the University faculty or Administrative & Professional staff. Responsibilities and expectations of advisors should be clearly and adequately described.

**Article VI – Meetings of the Organization: Required meetings and their frequency.**

**Section 1**: General meetings shall be held once a week at a consistent time.

**Section 2**: General meetings shall be held by the President

**Section 3**: Executive Board meetings shall twice each semester

**Article VII – Method of Amending Constitution: Proposals, notice, and voting requirements.**

**Section 1**:Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed, should be read again at a two of the subsequent general meetings and the general meeting in which the votes will be taken. Approval should require at least two-thirds of voting members present (and to conduct any business an organization should have quorum present at a business meeting, which is at minimum 50% + 1 of total organization members)

**Article VIII – Method of Dissolution of Organization**

Requirements and procedures for dissolution of the student organization should be stated. Should any organization assets and debt exist, appropriate means for disposing of these assets and debts should be specified clearly and unequivocally.

**Section 1**: Should this organization be dissolved, all debt shall be paid back and funds from the Ohio Union shall be given back

**By-Laws**

**Article 1 – Parliamentary Authority**

A recommended wording is “The rules contained in Robert’s Rule of Order shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.

**Article II- Membership**

**Section 1**: Students may become a member by attending one meeting. There are no dues.

**Article III- Election / Appointment of Government Leadership**

**Section 1**: Elections shall be held in April before finals begin.

**Section 2**: Students are eligible for the Executive Board by attending at least 50% of general body meetings

**Section 3**: Students are elected by a majority vote. Voting will be conducted online with “Doodle Polls.”

**Article VI - Advisor/Advisory Board Responsibilities**

The Advisor is expected to attend general body meetings every other week to help facilitate conversations in Arabic and answer any Arabic language- related questions.

**Article VII - Meeting Requirements**

The open membership policy reserves that there be no quorum for meetings.

**Article VIII - Method of Amending By-Laws**

By-laws may be amended by proposing in writing and reading the change at a general meeting of the membership and then bring the proposed change up for a vote at the next general meeting with a 2/3 majority vote of the membership present.