Syrian Student Union

Constitution

*ARTICLE I:* *Name, Purpose, and Non-Discrimination Policy*

* Section 1- Name
	+ Syrian Student Union (SSU).
* Section 2- Purpose
	+ “Our purpose as a student organization at The Ohio State University is to raise awareness of the Syrian refugee crisis while advocating for refugees, including but not limited to Syrian refugees. In addition, the Syrian Student Union is interested in maintaining the Syrian identity and creating a warm atmosphere for Syrian refugees in the Columbus area as well as Syrian students at OSU”.
* Section 3- Non-Discrimination Policy:
	+ The Syrian Student Union and its members shall not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law in its activities, programs, admission, and employment.

*ARTICLE II: Membership*

 Membership to this organization is open to anyone interested in advocating for refugees and those who are interested in Syrian culture. Membership is open to all students, community members, faculty, and alumni. Voting for the executive board is limited to currently-enrolled students of The Ohio State University. In order to become an official voting member of the organization, one must attend at least two general body meetings or events while showing interest in the organization’s cause.

*ARTICLE III: Organization Leadership*

* Section 1- The Executive Committee
	+ SSU’s executive board will consist of a President, Vice President, Treasurer, and Secretary.
	+ All board members must be enrolled as students at The Ohio State University at the time of service to the organization.
* Section 2- Terms of Office
	+ All executive committee positions shall last one academic year with some exceptions lasting one semester.
	+ Eligible SSU voting members will vote for officers at the beginning of every year or when a position becomes open.
* Section 3- Duties of the Board

The general descriptions and duties of each of the aforementioned board positions are as follows:

* + President (Primary Leader)
		- The president shall preside over all regular and special meetings.
		- In conjunction with other board members, the President shall appoint any office left vacant by termination or resignation before the end of the term.
		- The President shall keep the Executive Board updated and informed on all businesses pertaining to the organization.
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	+ Vice President (Secondary Leader)
		- The Vice President shall assist the President in carrying out their duties and shall preside in the absence of the President.
		- In the event that the office of the President is left vacant, the Vice President shall assume all duties and responsibilities of the President.
		- The Vice President must keep a log of all documents for the organization. This includes, but is not limited to, event flyers, event invitations and information, etc.
	+ Treasurer
		- The Treasurer shall maintain a ledger of all SSU-related financial activities and issues and shall retaining accurate records and issues of all transactions in the form of receipts and other documentation.
		- The Treasurer shall also produce a financial status report to be updated and subsequently presented at every executive board meeting.
		- The Treasurer must also organize and submit budget requests to outside funding organizations.
		- The President and/or Vice President must be one of the other executive board members to sign association checks as the second signatory upon notification from the Treasurer.
	+ Secretary
		- The Secretary will be the primary contact for all general members of the organization.
		- He/she will keep track of all members and voting members and organize them as such.
		- He/she will actively work on recruiting new members while promoting SSU’s causes.
		- He/she will document minutes for all executive board meetings.

*ARTICLE V: Standing Committees*

 Executive officers have the authority to form standing committees in order to distribute the workload of the organization as all members see fit. Committee members must be official SSU members but do not have to be enrolled OSU students. They shall be held to the rules of the constitution and attend all board meetings they are asked to attend by the executive committee.

 Standing committees may also be created if a voting member has an idea or wishes to plan an event or activity on behalf of SSU. After the approval of the executive board, that member will receive a temporary title specific to their task and hold a committee of their own to fulfill their goals.

*ARTICLE VI: Selecting and Removing Officers/Members*

* Section 1- If a general body member is considered to have violated this constitution in any manner, members of the executive board will warn them up to them up to two times. In the event that said member violates the constitution for a third time, they shall be removed from the organization if the simple majority of the executive board votes in favor of the proposal.
* Section 2- If an officer is considered to have violated this constitution in any manner, has not shown commitment to his or her position, or has been absent twice (unexcused) from events and meetings requiring their presence, it is the right of the executive board to issue a vote of non-confidence.
	+ Any member of the executive board shall be removed from office if two-thirds of the members of the general body vote in favor of the proposal. The officer may be granted a grace period by a majority vote of all other executive board members.
	+ If a grace period has been allowed, the officer will have one month to show initiative and actively fulfill their duties and prove their commitment and reliability to the organization. If after a one-month period the member has failed to do so, they will be relieved from their responsibilities once a replacement officer has been elected.
	+ There shall be no removal of officer or members based off their religion, race, gender, national origin, age, disability, or sexual orientation in accordance to the Non-Discriminatory Policy.

*ARTICLE VII: Advisors*

 Advisor(s) shall be a full-time member of The Ohio State University administrative or professional staff, affiliated with the Office of Diversity and Inclusion or Scholarship Services.

 Advisor(s) shall be the contact for the bank account of the organization and must be notified of all monetary exchanges of within the organization.

 Advisor(s) shall be present at necessary meetings. The President of the executive board must provide minutes from said meetings to the advisor.

 Advisor(s) will aid the Executive Board with advice and will meet with persons of interest to give their genuine opinion on said topics. *ARTICLE VIII: ARTICLE VIII: Meetings of the Organization*

 Executive Board meetings will be held at least twice a month and all members are responsible for attending. The President of the organization may request additional meeting times as they see fit.

 Meetings for general members should occur at least once a month. The format of the meeting will change depending on what purpose it is serving.

 All Executive Board members are required to attend general meetings as well as Executive Board meetings. If one or more members of the Executive Board can’t attend the meeting they must notify the President or Vice President at least two days prior.

*ARTICLE IX: Amendments*

In order to amend the SSU Constitution:

* + - A majority of vote of approval by the Executive Board is required prior to a general meeting.
		- Proposed amendments shall be read at two subsequent general meetings. At the general meeting designated for votes to be taken, the amendment must gain 75% of general member’s vote and 75% of the executive board’s vote to become an official amendment to the constitution.
		- Any change in the purpose of SSU must be approved and signed by the founder, Kenan Alzouhayli, along with one other Executive Board member of this organization.

*ARTICLE X: Dissolution of the Organization*

 The organization may be dissolved following a consensus-based decision from the Executive Board. Should assets exist following dissolution, all profits must be donated to a non-profit organization of choice.

 Should debt exist following dissolution, all members will be equally responsible and liable for settling such a debt should no other solution be adopted by the organization’s Executive Board members.