Constitution of Ascend OSU Student Chapter

# ARTICLE I. Mission and Purpose, and Non-Discrimination Policy of the organization

*Section 1. Name*

Ascend Pan-Asian Leaders at the Ohio State University

(Abbreviated Name: Ascend OSU Chapter)

Section 2. Mission and Objectives

Ascend Pan-Asian Leaders is a national non-profit professional association dedicated to enabling tis members, corporate partners and community to realizing the leadership potential of Pan-Asians in global corporations.

Ascend OSU Chapter is a student chapter of Ascend Pan-Asian Leaders at the Ohio State University.

Ascend OSU’ vision is to accomplish our mission and goals through events and interactions provided by Ascend to build up a bridge for Ascend OSU Chapter’s members toward their future goals.

The mission of the Ascend OSU Student Chapters of Ascend is to promote and to foster leadership skills and professionalism among Pan-Asian and all interested students.

• To develop professional skills for our members.

• To provide professional and mentoring opportunities to our members.

• To encourage a continuous presence of Pan-Asians in executive roles in the professional world.

• To strengthen the influence and leadership of Pan-Asians in the professional business world.

• To provide additional educational as well as networking opportunities to our members.

Section 3. Non-Discrimination Policy

# This organization does 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: Qualification and Categories of Membership

Section 1. Qualifications

1. E-board member or Officer

* Membership shall be open to all full-time students at Ohio State interested in building their leadership skills.
* Admission to membership requires completion of web registration online through Ascend’s website (www.ascendleadership.org), accompanied by the $25/year dues and a \*.edu email address to be provided when registering.

• All members must remain in "good standing." A member in "good standing" for the purpose of voting, nominating, and candidacy, etc., must abide by the following:

—Promote a high standard of ethics.

—Adhere to all of the school's academic and student policies.

—Be a full-time student

—For Ascend Student Chapter's officers, maintain at least a 3.0 GPA and have an active membership on the Ascend website, to be eligible for their respective positions on the Executive Board.

Section 2. Attendance

All members are encouraged to attend 50% of the events held by the Ascend Student Chapter. These events include general meetings, the Annual Chapter Meeting, guest lectures and seminars, community service events, and other special events sponsored by Ascend.

Section 3. Voting

• Every E-board member in attendance is entitled to vote on all matters brought before the Chapter for resolution by voting.

• Election could be held every semester based on organization’s need.

• Matters to be resolved by voting include:

—Election of officers

—Removal of officers

—Proposed amendments to student chapter guidelines

Section 4. Member Resignation

• Any member may resign at any time.

• The Chapter will not be required to reimburse the resigning member for any portion of dues previously paid.

# ARTICLE III. Governance

Section 1. Elected Officers

• All officers of the Chapter -President, Executive Vice President, all Committee Vice Presidents, Treasurer and Secretary -shall be determined by election unless not enough members are active to elect.

• All officers shall serve a minimum of one academic school year. (Reasonable reasons might be acceptable when apply)

Section 2. President

The President shall be the principal Executive Officer in charge of the student Chapter. The first President of the Student Chapter will be approved by the Ascend Local Student Affairs Committee. The duties of the President shall be:

• To preside over the meetings of the Chapter.

• To supervise the nomination process for election of officers.

• To oversee the responsibilities of all Vice Presidents of the Chapter.

• To exercise general executive authority on behalf of the Chapter between general meetings of the Executive Board, subject to the approval of the Chapter.

• To approve all requisitions for disbursements from the Chapter treasury for any expenditures. These disbursements must also be approved by the Executive Board.

• To perform such other functions and exercise such further duties as may be voted by the Chapter.

• To serve as liaison between the Chapter and the designated Professional Chapter that has been assigned to supervise the Chapter's activities.

• To hold feedback meeting to let every member provide feedback to each other every semester.

Section 3. Executive Vice President

The duties of the Executive Vice President shall be:

• To perform the duties of the President in his or her absence or disability.

• To assist in overseeing all committees approved by the Executive Board.

• To assist in administering all affairs of the Chapter.

• To perform such other functions and exercise such further duties as may be voted by the Chapter.

Section 4. Treasurer

The duties of the Treasurer shall be:

• To receive all monies of the Chapter and immediately deposit in the name of the Chapter into a bank account that is set up through the college/universities established infrastructure (there will be no separate bank account set up externally for a student chapter).

• To prepare an operating budget at the beginning of each year.

• To draw checks and prepare payment vouchers with the co-signature of the President for authorized expenditures.

• To keep a record of all Chapter members and their dues and to provide receipts for all membership fees received.

• To act as chief financial officer for the Chapter.

• To submit quarterly financial statements in accordance with GAAP to Ascend Local Student Affairs Committee.

Section 5. Executive Board

The Executive Board shall consist of the President, Executive Vice President, Vice Presidents of each committee, Treasurer. The duties of the Executive Board shall be:

• To oversee all committees and activities of the Chapter.

• To approve special committees as needed.

• To decide matters of policy subject to approval by the chapter and compliance with Ascend policy.

• To appoint a qualified member for the remainder of the semester for an officer position if one should become vacant.

# ARTICLE IV. Committees

Section 1. Organization

• Each member, excluding members of the Executive Board, should be an active participant in a Chapter Committee outside of general participation in Chapter events.

• The Executive Board will oversee all committees.

• Each committee will be headed by a Vice President of that committee.

• Committees can be created by approval of the Executive Board.

Section 2. Human Resource & Professional Development Committee

The Human Resource & Professional Development Committee's role shall be:

• To organize the Chapter's events focused on educating members about business related professions and training for professional skills.

• To notify the members of professional opportunities within business related industry.

• To assist other committee with recruiting.

Section 3. Marketing Committee

The Marketing Committee's role shall be:

• To promote and increase awareness of the Chapter and its events

• To maintain a list of members and each member's current status and role in the Chapter.

—This list should be periodically shared with the Ascend Local Student Affairs Committee.

Section 4. Operation Committee

The Internal Affairs Committee's role shall be:

• To initiate and maintain relationships with various groups within the college or university, including Student Government, Office of Student Life, the Accounting Department, etc.

• To pave the way for Ascend members to conduct business with appropriate organizations within the school.

• To act as public relations representative for the Chapter, including writing articles for the school newspaper, magazines, etc.

• To plan events and activities on the campus

# Article V. Method of Selecting and/or Removing Officers and Members.

Section 1. Elected Officers

•All officers of the Chapter-President, Executive Vice President, all Committee Vice Presidents, Treasurer and Secretary‐shall be determined by election unless there are not enough active member to elect.

•All officers shall serve a minimum of one academic school year.

Section 2. Elections

•Elections could be held every semester based on organization’s need.

•Any member in good standing can submit a candidate interest form.

•Nomination

process:

—Nominees should be interviewed by chair of Human Resource and President of Ascend OSU Chapter

—Nominee GPAs must be at least a 3.0 as of nomination. This will be verified by chair of Human Resource and President of Ascend OSU Chapter

—Nominees must have approval from the VP of the committee the nominees applied.

Section 3. Resignation of Officers

Officers may resign in writing to the President and approved by the Ascend Local Student Affairs Committee.

Section 4: Member Resignation

•Any member may resign at any time.

•If a member doesn’t participate in the events of the organization, a probationary period will be put in place after a quarter of inactive status within the organization.

•After two quarters of inactivity from the member, he/she will be removed from the membership list and will not be contacted in the future regarding to meetings, events.

•Membership may be regained after attending the organizations meetings, events, and personally contacting the executive board.

# Article VI. Advisor

The duties of the advisor should be:

•To provide counsel and assistance to the Chapter, its officers, Executive Board and Committees.

•To verify the appropriateness of the content of the reports submitted to the Ascend Student Affairs Committee, or the professional practice.

•To serve as the liaison between the student chapter and the college or university.

•To ensure the continuity of the Chapter.

•Review the Chapter’s finances with the treasurer monthly.

•Recommend programs, speakers, seminars, etc.

# Article VII. Meetings of the Association

Section 1: General Assembly Meetings

•Meetings for the General Assembly will be held biweekly, except for during finals week, and holidays.

Section 2: Executive Board Meetings

•Meetings for the Executive Board will be held biweekly a few days prior to each meeting.

# Article VIII. Method of Amending Constitution

Section 1: Procedure

Proposals to amend the Constitution shall be presented to the Executive Board. Amendment requires a 75% majority vote from the Executive Board.

Section 2: Frequency

Each Autumn the Executive Vice-President of the organization will review the constitution and propose any amendments he/she deems necessary. Any current member may also submit a proposal for amending the constitution.

# Article IX. Method of Dissolution of Organization

If the Ascend Pan-Asian Leaders at the Ohio State University suffers financial hardship and resources to recover are deemed unattainable, a proposal to dissolve the organization shall be made. A unanimous vote shall be required of the Executive Board for dissolution. Dissolution will proceed with a majority 75% approval.